



# DOING BUSINESS WITH GPO

## Customer Handbook

EFFECTIVE JULY 2019

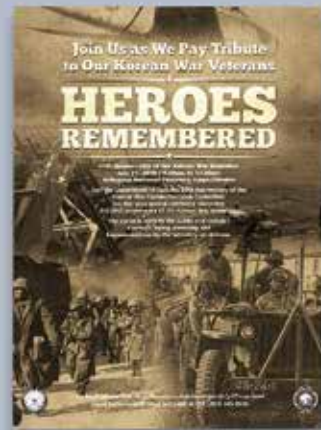
(Rev. 8-19)

U.S. GOVERNMENT PUBLISHING OFFICE

GPO

GPO Publication 350.1.

*This handbook supersedes the formerly published Agency Procedural Handbook.*



The projects above were designed by GPO Creative Services and printed for our agency customers through GPO Agency Procurement Services.

## MESSAGE FROM THE MANAGING DIRECTOR

To Our Customers:

Since 1861, the U.S. Government Publishing Office (GPO) has been dedicated to fulfilling the production and information dissemination needs for all three branches of the Federal Government in digital and print formats. Customer Services is the GPO business unit that procures your publishing requirements if they are not printed in our plant in Washington, DC. Our Agency Procurement Services (APS) teams include professionals in Washington, DC and 13 Regional Offices located throughout the country. I am proud of the range of services that we offer and programs that we have in place to support the publishing needs of the Government.

GPO is actively modernizing its business practices and systems to enhance and simplify the way we do business in order to maximize customer satisfaction. As the Federal Government is subject to specific laws and regulations governing the procurement and production of printing, this Handbook will guide you through the process that frames Federal printing and publishing policy. It is an excellent resource in navigating the creation-to-completion of a publishing project and will assist with finance and billing questions.

By sharing the services provided by GPO, you gain more time to focus on other duties to support your agency's mission. I encourage you to become familiar with this publication as it will help you to understand details that will make your relationship with us a satisfying one.

At any time I welcome your comments and suggestions on how we can improve our service in order to make your job easier.

**Sandra K. MacAfee**

*Managing Director, Customer Services*

## FOREWORD

This is your publication. You are encouraged to become familiar with it and to contact us for any information you need about how to work with GPO. We stand ready to assist in any way.

The publication will be kept up-to-date on [gpo.gov](http://gpo.gov) at:  
[www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards).

### **Tell us what you think**

If you have suggestions about how to enhance this handbook, please send them to [nam@gpo.gov](mailto:nam@gpo.gov) with the subject line “Handbook Suggestions.” We look forward to using your feedback to make this handbook useful to you.

### **Connect with professionals like yourself**

If you would like to get involved in a professional organization for publishers in the Federal Government, you are invited to join the Federal Publishing Council (FPC).

The FPC consists of printing officers and professionals representing Federal organizations from the executive, judicial, and legislative branches. FPC activities support and enhance these organizations in meeting their communication mission through GPO. The council was originally established in 1974, as an advisory body to the Public Printer (now GPO Director).

Activities of the FPC have been productive and have been credited with extensive improvements to the Federal Publishing Program. The FPC fully understands the Federal Publishing Program, addresses current and future issues, mutually develops plans and objectives, and provides for a cooperative relationship between the Federal organizations and GPO that will ultimately strengthen the Federal Publishing Program. For more information go to: [www.gpo.gov/how-to-work-with-us/agency/federal-publishing-council](http://www.gpo.gov/how-to-work-with-us/agency/federal-publishing-council).

Sincerely,  
Your GPO Team



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# Federal Printing Policy

Federal publishing and printing, like most Federal activities, is governed by a number of statutes, regulations, and policies. These laws and regulations are intended to save Federal funds, as well as to minimize waste and duplication of effort in the Federal Government's publishing endeavors.

A list of Federal printing laws and regulations follows.

## 1. Title 44, U.S. Code

### a. Section 103, Joint Committee on Printing: Remedial Powers

This section states:

“The Joint Committee on Printing may use any measures it considers necessary to remedy neglect, delay, duplication, or waste in the public printing and binding and the distribution of Government publications.”

### b. Section 501, Title 44, U.S. Code, Government printing, binding, and blank-book work to be done at Government Printing Office\*

This section establishes the Congressional Joint Committee on Printing (JCP) for the purpose of policy and oversight in Government printing and publishing. It empowers GPO with few exceptions to produce or procure all Federal printing, binding and distribution.

All printing, binding, and blank-book work for Congress, the Executive Office, the Judiciary, other than the Supreme Court of the United States, and every executive department, independent office, and establishment of the Government, must be done at the Government Printing Office\*, except—

(1) Classes of work the Joint Committee on Printing considers to be urgent or necessary to have done elsewhere; and

(2) Printing in field printing plants operated by an executive department, independent office, or establishment, and the procurement of printing by an executive department, independent office, or establishment from allotments for contract field printing, if approved by the Joint Committee on Printing

Printing or binding may be done at the Government Printing Office\* only when authorized by law.

### c. Section 502, Title 44, U.S. Code, Procurement of printing, binding, and blank-book work by Public Printer\*

This section provides that:

Printing, binding, and blank-book work authorized by law, which the Public Printer\* is not able or equipped to do at the Government Printing Office\*, may be produced elsewhere under contracts made by him with the approval of the Joint Committee on Printing.

## 2. Public Law 102-392, Title II, § 207(a), Oct. 6, 1992, 106 Stat. 1719, as amended Pub. L. 103-283, Title II, § 207, July 22, 1994, 108 Stat. 1440; Pub. L. 104-201, Div. A, Title XI, § 1112(e) (1), Sept. 23, 1996, 110 Stat. 2683; Pub. L. 110-417, Div. A, Title IX, § 931(b)(4), Oct. 14, 2008, 122 Stat. 4575.

This law addresses the use of appropriated funds for printing and describes processes included in the definition of printing.

(1) None of the funds appropriated for any fiscal year may be obligated or expended by any entity of the executive branch for the procurement of any printing related to the production of Government publications (including printed forms), unless such procurement is by or through the Government Printing Office\*.

(2) Paragraph (1) does not apply to (A) individual printing orders costing not more than \$1,000, if the work is not of a continuing or repetitive nature, and, as certified by the Public Printer\* of the Government Printing Office\*, if the work is included in a class of work which cannot be provided more economically through the Government Printing Office\*, (B) printing for the Central Intelligence Agency, National Geospatial-Intelligence Agency, or the National Security Agency, or (C) printing from other sources that is specifically authorized by law.

(3) As used in this section, the term ‘printing’ includes the processes of composition, platemaking, presswork, duplicating, silk screen processes, binding, microform, and the end items of such processes.

\*Section 1301 of H.R. 83, the legislation providing consolidated and further continuing appropriations for FY 2015 was passed by

Congress and signed into law, changed the name of the Government Printing Office to the Government Publishing Office. GPO's chief executive officer's title was changed from Public Printer to Director of the Government Publishing Office.

2014—Pub. L. 113–235, div. H, title I, § 1301(e)(1), Dec. 16, 2014, 128 Stat. 2537, substituted “Deputy Director of the Government Publishing Office” for “Deputy Public Printer” in items 302 and 303.

Pub. L. 113–235, div. H, title I, § 1301(c)(1), Dec. 16, 2014, 128 Stat. 2537, substituted “Director of the Government Publishing Office” for “Public Printer” in items 301 and 303 to 307.

### 3. Government Printing and Binding Regulations of the Joint Committee on Printing

All printing requests must be in accordance with the laws pertaining to the expenditure of public funds for printing and publishing services, and must conform to the applicable requirements of the JCP's Printing and Binding Regulations:

[www.govinfo.gov/content/pkg/GPO-CPUB-101spub9/pdf/GPO-CPUB-101spub9.pdf](http://www.govinfo.gov/content/pkg/GPO-CPUB-101spub9/pdf/GPO-CPUB-101spub9.pdf).

## 4. Federal Acquisitions Regulations in Subpart 8.802

### Subpart 8.8—Acquisition of Printing and Related Supplies

#### 8.800 Scope of subpart.

This subpart provides policy for the acquisition of Government printing and related supplies.

#### 8.801 Definitions.

As used in this subpart—

“Government printing” means printing, binding, and blank-book work for the use of an executive department, independent agency, or establishment of the Government.

“Related supplies” means supplies that are used and equipment that is usable in printing and binding operations.

#### 8.802 Policy.

(a) Government printing must be done by or through the Government Printing Office (GPO) (44 U.S.C. 501), unless—

- (1) The GPO cannot provide the printing service (44 U.S.C. 504);
- (2) The printing is done in field printing plants operated by an executive agency (44 U.S.C. 501(2));
- (3) The printing is acquired by an executive agency from allotments for contract field printing (44 U.S.C. 501(2)); or
- (4) The printing is specifically authorized by statute to be done other than by the GPO.

(b) The head of each agency shall designate a central printing authority; that central printing authority may serve as the liaison with the Congressional Joint Committee on Printing (JCP) and the Public Printer on matters related to printing. Contracting Officers shall obtain approval from their designated central printing authority before contracting in any manner, whether directly or through contracts for supplies or services, for the items defined in 8.801 and for composition, platemaking, presswork, binding, and micrographics (when used as a substitute for printing).

(c) (1) Further, 44 U.S.C. 1121 provides that the Public Printer may acquire and furnish paper and envelopes (excluding envelopes printed in the course of manufacture) in common use by two or more Government departments, establishments, or services within the District of Columbia, and provides for reimbursement of the Public Printer from available appropriations or funds. Paper and envelopes that are furnished by the Public Printer may not be acquired in any other manner.

(2) Paper and envelopes for use by Executive agencies outside the District of Columbia and stocked by GSA shall be requisitioned from GSA in accordance with the procedures listed in Federal Property Management Regulations (FPMR) Subpart 101-26.3.

# Introduction to GPO Procurement Services

## 1. GPO Procurement Services

The U.S. Government Publishing Office (GPO) strives to deliver high-quality, responsive, and innovative services that provide cost-effective solutions for the needs of Federal agency customers. Let us put GPO's expertise and buying power to work for you.

To best serve your needs, GPO's Customer Services, Agency Procurement Services (APS) teams of technical experts are located nationwide. GPO Publishing Specialists help you determine the best approach to your project and handle the entire process including determining which procurement vehicle to utilize, writing specifications, obtaining bids or quotes, selecting a contractor, contract administration, and quality assurance.

GPO offers a variety of flexible procurement vehicles that support a wide range of products and services to fulfill your publishing project requirements. For a representative list of the products and services provided by GPO, see Appendix 3, or go to:

[www.gpo.gov/how-to-work-with-us/agency/services-for-agencies](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies).

## 2. The Value of Working with GPO

A wide range of products and services are available to support the entire publishing lifecycle of tangible and digital information products from concept generation, planning and creative design, to production, publication, document conversion, dissemination, and storage.

Leveraging GPO's unprecedented buying power and expertise in contracting and print procurement guarantees that Federal agency customers receive quality products on time and at the most economical price. Working with GPO ensures that mandatory regulations are followed. Our staff of experts will handle your agency's particular requirements throughout the entire project and will provide legal counsel and representation should any disputes arise. Trust GPO to handle the contracting, allowing you more time to support your agency's mission.

Working with GPO provides you with:

### a. Access to a broad range of commercial capabilities

GPO maintains a comprehensive database of contractors that are able to satisfy a variety of customer needs from traditional print to electronic publishing, vehicle wraps to books, 508 compliance services to eBooks. Registered vendors include some that are cleared to produce classified projects and to handle sensitive personally identifiable information (PII).

### b. Subject matter expertise

GPO subject matter experts provide consulting services including:

- Job planning for the most cost-effective procurement methods and production options
- Proof review
- Technical consultation for quality control
- Onsite press sheet inspections

### c. Competitive bidding using nationwide contractors

With thousands of active contractors nationwide, GPO is able to obtain extremely competitive pricing and attract vendors who specialize in the exact services needed on each unique procurement.

### d. Contract procurement and administration

GPO handles the entire contracting process, including:

- Consulting with the customer to write detailed procurement specifications
- Soliciting offers from commercial industry
- Awarding the contract
- Reviewing proofs and press sheets
- Evaluating vendor performance history, both for compliance data and quality
- Negotiating and issuance of contract modifications when required
- Ensuring the quality of the product specified



- Handling of disputes and protests
- Monitoring adherence to deadlines and other contract terms
- Facilitating payment of contractor invoices
- Administering the 120-day warranty on all jobs delivered

#### e. Compliance with policy

Working with GPO fulfills the statutory requirements listed in Section I (Federal Procurement Policy) and ensures that your publications comply with Title 44, Chapter 19 – Depository Library Program. The Superintendent of Documents requirement ensures that your content is included in the Federal Depository Library Program, making it available to the American public.

To find out more about how GPO can help, you can review video presentations, download information, and browse our services by visiting: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions).

### 3. How to Get Started

Federal agencies that receive federally appropriated funds and want to work with GPO on a print, publishing, or digital media project, may contact us in a number of easy ways:

#### a. Visit GPO's website and provide your contact information

A GPO representative will follow up with you to help process your request and answer your questions. Please see: [www.gpo.gov/how-to-work-with-us/agency/new-customers](http://www.gpo.gov/how-to-work-with-us/agency/new-customers).

#### b. Send an e-mail to [NAM@gpo.gov](mailto:NAM@gpo.gov)

A National Account Manager (NAM) will contact you to provide assistance.

#### c. Contact your DC or Regional Team Directly

If you are not sure which GPO office to start working with, you can find direction using this link: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-teams](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-teams).

#### d. Agencies located in the National Capital Region

Customers located in the National Capital Region typically work with one of the DC APS Teams who are located at U.S. GPO, 732 N. Capitol Street NW, Washington, DC 20401.

- DC Team 1, E-mail [aps-team1@gpo.gov](mailto:aps-team1@gpo.gov) / Phone 202.512.0310 / Fax 202.512.1368
- DC Team 2, E-mail [aps-team2@gpo.gov](mailto:aps-team2@gpo.gov) / Phone 202.512.0307 or 202.512.1239 / Fax 202.512.1612
- DC Team 3, E-mail [aps-team3@gpo.gov](mailto:aps-team3@gpo.gov) or [nam@gpo.gov](mailto:nam@gpo.gov) / Phone 202.512.2132 (Handles major acquisitions including Onsite Document Solutions, Document Conversion, Assessment and Consulting, GPO Online Paper Store, and GPOExpress).

#### e. Agencies located outside of the National Capital Region

Customers located outside of the National Capital Region typically work with the GPO Regional APS Team located closest to them.

- Atlanta Regional Office, 3715 Northside Parkway, Suite 4-305, Atlanta, GA 30327. E-mail [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov) / Phone 404.605.9160 / Fax 404.605.9185.
- Boston Regional Office, John F. Kennedy Federal Building, 15 New Sudbury Street, E-270, Boston, MA 02203-0002. E-mail [infoboston@gpo.gov](mailto:infoboston@gpo.gov) / Phone 617.565.1370 / Fax 617.565.1385.
- Charleston Regional Office, 2825 Noisette Boulevard, N. Charleston, SC 29405-1819. E-mail [infocharleston@gpo.gov](mailto:infocharleston@gpo.gov) / Phone 843.743.2036 / Fax 843.743.2068.
- Chicago Regional Office, 200 North La Salle Street, Suite 810, Chicago, IL 60601-1055. E-mail [infochicago@gpo.gov](mailto:infochicago@gpo.gov) / Phone 312.353.3916 / Fax 312.886.2057.
- Columbus Regional Office, 1335 Dublin Road, Suite 112-B, Columbus, OH 43215. E-mail [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov) / Phone 614.488.4616 / Fax 614.488.4577.
- Dallas Regional Office, 1100 Commerce Street, Room 731, Dallas, TX 75242-1027. E-mail [infodallas@gpo.gov](mailto:infodallas@gpo.gov) / Phone 214.767.0451 / Fax 214.767.4101.
- Denver Regional Office, 12345 W. Alameda Parkway, Suite 208, Lakewood, CO 80228-2842. E-mail [infodenver@gpo.gov](mailto:infodenver@gpo.gov) / Phone 303.236.5292 / Fax 303.236.5304.
- Philadelphia Regional Office, 928 Jaymore Road, Suite A-190, Southampton, PA 18966-3820. E-mail [infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov) / Phone 215.364.6465 / Fax 215.364.6476.
- San Antonio Regional Office, 1320 Truemper Street, Bldg. 9122, Rm. 2707 Lackland AFB, TX 78236. E-mail [infosanantonio@gpo.gov](mailto:infosanantonio@gpo.gov) / Phone 210.675.1480 / Fax 210.675.2429.
- San Diego Regional Office, 8880 Rio San Diego Drive, 8th Floor, San Diego, CA 92108. E-mail [infosandiego@gpo.gov](mailto:infosandiego@gpo.gov) / Phone 619.209.6178 / Fax 619.209.6179.
- San Francisco Regional Office, 536 Stone Road, Suite I, Benicia, CA 94510-1170. E-mail [infosanfran@gpo.gov](mailto:infosanfran@gpo.gov) / Phone 707.748.1970 / Fax 707.748.1980.
- Seattle Regional Office, Federal Center South, 4735 East Marginal Way South, Seattle, WA 98134-2397. E-mail [infoseattle@gpo.gov](mailto:infoseattle@gpo.gov) / Phone 206.764.3726 / Fax 206.764.3301.
- Virginia Beach Regional Office, 291 Independence Blvd., Suite 401, Virginia Beach, VA 23462. E-mail [infovirginiabeach@gpo.gov](mailto:infovirginiabeach@gpo.gov) / Phone 757.490.7940 / Fax 757.490.7950.

A point of contact list for the team members at your chosen location may be obtained at the website provided above.

# Prepare Your Order

## 1. Provide Authorization to Obligate Funds for Your Agency

Signature authorization is required for persons who are authorized to sign and submit printing and binding requisitions to GPO. This is essential to meet statutory requirements and to prevent fraud. Requisitions are only accepted if they are signed by a person authorized to obligate funds for their agency.

Following the instructions in GPO Circular Letter 1023, dated February 15, 2019, please provide the printed names and signatures of individuals who are authorized to sign requisitions and to act as liaison between your agency and the GPO. Please submit the required information using GPO Form 4064 found on GPO.gov at [www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform\\_4064.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform_4064.pdf) or submit the information in the form of a memo on your Agency's letterhead. The memo should be signed by the Agency official who can delegate the authority to obligate agency funds.

Please provide the following information for each individual prior to submitting a work request: Agency, Bureau, Department, Office, telephone number, and e-mail address. Also indicate which signature types (wet, electronic, or both)\* the person is authorized to use. For your convenience, a signature authorization memo template is provided on GPO.gov in Forms and Standards/Order Placement at [www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards). Add any limitations to spending authority (e.g., maximum dollar amount, specific program, etc.) for designated individuals as applicable.

If you elect to use electronic signatures, the acceptable types include:

- A graphical representation of a handwritten wet signature (this includes the form with the original signature or a photocopy, facsimile or scan of it)
- Electronic signature on an electronic file\* (e.g., PDF, Microsoft Word)

Definitions:

Electronic signature is the term used for the electronic equivalent of a handwritten signature. It is a generic, technology neutral term that refers to the universe of all of the various methods by which one can "sign" an electronic record.

A wet signature is created when a person physically marks a document; traditionally paper based.

\*Notes:

- Electronic signatures may or may not include a graphical representation of the user's wet signature. Either format is acceptable, however, the format used on documents is subject to GPO review thus ensuring the identity and authentication of the signer and should match the Letter of Signature Authority submitted.
- Electronic signature certificates issued by certification authorities that are part of the Federal Bridge are recommended, but not required. Therefore, self-issued certificates are acceptable.

If electronic signatures will be utilized, have those individuals sign with the signature representation they will be using.

GPO will request updated signature authorizations annually. In addition, you are asked to notify GPO when any changes occur.

Please e-mail your current signature authorization list on your agency letterhead to [requisitions@gpo.gov](mailto:requisitions@gpo.gov) or mail it to:

**U.S. Government Publishing Office**  
**STOP: CSPS, Room C-848**  
**732 North Capitol Street, NW**  
**Washington, DC 20401**

## 2. Select and Complete a GPO Order Form

GPO order forms are used to obligate funds and to describe the requirements for the product or service you need. The following

forms are mandatory for submitting your order. Purchase orders created by your agency cannot be used in place of the GPO forms.

Forms referenced in this handbook are available online at: [www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards). See Appendix 6 for an illustration of each form.

In addition to the ordering forms, there are other forms used to support the procurement process. Those forms are described in Appendix 1.

#### Order Forms:

##### a. Standard Form 1 (SF-1) Printing and Binding Requisition

This is the basic form used to requisition printing, binding, and related services from GPO: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/formsf1.pdf).

This form is required to:

- Request individual (one-time) printing requirements
- Request the establishment or renewal of a term contract
- Describe requirements (for an order or a waiver request)
- Request design services
- Establish a GPOExpress account
- Establish a Simplified Purchase Agreement (SPA)

Instructions for filling out the SF-1: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1\\_instructions.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1_instructions.pdf).

##### b. GPO Form 2511 Print Order

This form is used to place individual orders after establishing a term contract: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/form2511.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/form2511.pdf).

Instructions for filling out a 2511: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/2511\\_instructions.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/2511_instructions.pdf).

##### c. GPO Form 4044 Simplified Purchase Agreement (SPA) Work Order

This form is used by authorized users of GPO's SPA program to place orders directly with your selected SPA vendor: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/form4044.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/form4044.pdf).

#### Supplemental Order Forms:

##### a. GPO Form 952 Digital Publishing Information

This form is used to provide supplemental information about the nature of furnished electronic files. Completing the 952 to the best of your knowledge will improve a vendor's ability to provide better pricing. This form should be submitted along with the electronic media, visuals, file directory, and the order form (i.e. SF-1, 2511, or

4044 form): [www.gpo.gov/docs/default-source/forms-standards-pdf-files/952.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/952.pdf).

Instructions for filling out a 952: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/952\\_class.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/952_class.pdf).

##### b. GPO Form 3001 Participation Request

This form is the application to become an authorized user of the GPOExpress program, or to renew a user's existing account: [www.gpo.gov/docs/default-source/gpoexpress-pdf-files/2form\\_3001\\_2018.pdf](http://www.gpo.gov/docs/default-source/gpoexpress-pdf-files/2form_3001_2018.pdf).

##### c. GPO Form 4063 Document Scanning: Additional Information

This form is used to provide supplemental information about materials that need to be scanned. Completing the 4063 to the best of your knowledge will improve a vendor's ability to evaluate your requirements and provide pricing. This form should be submitted along with the order form (i.e. SF-1, 2511, or 4044 form) and any other relevant information: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/document\\_scanning\\_form\\_4063-2019-05-21.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/document_scanning_form_4063-2019-05-21.pdf).

### 3. Establish Funding for Your Order

By submitting an order form you are notifying GPO that you have appropriate funds and are obligating them for your product.

Finance related forms are available at this link under the Billing and Finance tab: [www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards). For more information about finance and billing, including the methods of payment available and how to obtain a Billing Address Code from GPO, see Section XI.

When needed, GPO can assist you in budgeting for your procurement requests by providing you with an estimate for your print or print-related requirements. The estimate provided is for informational purposes only and should not be relied upon as a firm fixed price. It will be based upon similarities with previously competed projects and published pricing. The accuracy of the estimate will be dependent on the accuracy of the information given.

The estimate will include the GPO surcharge, transaction fee, and (FOB) destination shipping charges. If mailing is required, the estimate will not include those charges. Actual prices may vary based on final specifications, production schedule, and actual bids (quotes) received through competition in the market place. The competitive bid process will ensure the best price for the quality level desired.

GPO surcharge calculation:

- All jobs are charged an 8% surcharge for contracts valued under \$350,000. For amounts beyond this ceiling, a surcharge of 1% is

applied. For each regular order, there is also a one-time handling fee of \$7.50.

- For rush orders, a higher surcharge of 16% is applied to the cost up to \$350,000. For amounts beyond this ceiling, a surcharge of 1% is applied, plus a \$15.00 handling fee.

If you need to give final approval of exact cost before a contract is awarded, indicate so on the ordering form.

To set up a funding account with GPO and get other funding information, please see section XI (GPO Finance and Billing).

#### 4. Submit Your Order to GPO

Order forms are collected differently depending on the GPO office location.

##### a. For DC Teams

All new orders should be sent directly to COMSTAT, [requisitions@gpo.gov](mailto:requisitions@gpo.gov). To assist with the administration of the orders, the email subject line should read: New Order, Requisition Number X-XXXXX (insert the number your agency assigned). This applies to submitting an SF-1 form, not to print orders submitted on a 2511 form after a Term Contract has already been awarded.

##### b. For Regional Teams

Orders should be submitted directly to the location using the team email box listed in Section II.3.d. (e.g., [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov), [infodallas@gpo.gov](mailto:infodallas@gpo.gov), [infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov)).

If you have not worked with GPO before, please visit our website: [www.gpo.gov/how-to-work-with-us/agency/new-customers](http://www.gpo.gov/how-to-work-with-us/agency/new-customers). You may also send an email to [NAM@gpo.gov](mailto:NAM@gpo.gov) and a National Account Manager (NAM) will contact you to provide assistance.

#### 5. GPO Order Processing

Updates will be furnished to you during various stages of processing to keep you informed about the status of your order. See Appendix 2 for a flowchart depicting how the GPO procurement process works. This illustration shows what happens to your order after it arrives at GPO.

# Considerations For Your Order

## 1. GPO Order Numbering System

Several basic numbers are critical to the identification of your printing requirements.

### a. Requisition Number

This number is the means by which Federal agencies identify the requisitions submitted to GPO. Each agency establishes its own numbering system within a field of up to 18 alphanumeric characters (Note: dashes (-) and slashes (/) are permitted, however, they are included as part of the 18 character total). The first character **MUST** represent the fiscal year of appropriated funding followed by a dash (-), this is a single numeric digit, for example, '9' represents 2019. This is followed by five numeric characters which must be assigned sequentially; anything after that is up to the agency (e.g., 9-12345-LM000-GP05). Numbers used on requisitions submitted to GPO must be unique. If a requisition is submitted and subsequently canceled, that requisition number cannot be used again.

### b. Jacket Number

Jacket numbers are the job identifiers assigned by GPO.

- **One-time Jacket.** These numbers are assigned to identify one-time procurements, small purchases, and items procured or "converted" under certain term contracts, such as the general usage term contracts established by GPO. They remain active until completion and close out of the "one-time" contract action.
- **Open Jacket.** Open Jackets are assigned to each agency which has been given authority to place Print Orders under a term contract. They remain active for one fiscal year. A new Jacket Number will be assigned upon GPO's receipt of a subsequent fiscal year requisition, to continue funding under existing term contracts in effect over multiple fiscal years.

### c. Program and Print Order Number

Each term contract is identified by a program number assigned by GPO. Additionally, each job placed under a contract is identified

by a GPO-assigned Print Order number. Both the program and Print Order numbers must appear on all Print Orders placed under GPO term contracts. Where more than one agency is eligible to place Print Orders (such as general usage term contracts), GPO will assign a block of Print Order numbers to each agency. These numbers must be used sequentially and cannot be repeated. If a Print Order is submitted to a contractor and subsequently canceled, that Print Order number cannot be used again.

### d. Billing Address Code (BAC)

A six character (alphanumeric) Billing Address Code is assigned to Federal agencies by GPO for billing purposes. This number identifies the agency/bureau and the correct mailing address. When submitting a Standard Form 1 (SF-1), the BAC must be entered along with the "Appropriation Chargeable," "Line of Accounting," and "Treasury Account Symbol" information as applicable. See Section XI part 1, for instructions on how to request a BAC assignment from GPO.

## 2. Delivery Dates

When a delivery date is established by contract, the contractor must perform the requirements of the order within the established schedule.

### a. Specified Delivery Dates

When including a delivery date on a Print Order, the date must be in accordance with the schedule established by the specific contract under which that Print Order/Form 2511 is being placed. Consult with your APS team for assistance in determining delivery dates for placement of orders. Adequate production time is essential to ensure that quality and value are achieved at a reasonable cost.

### b. Quick Turnaround Schedules

When you need to expedite an order, GPO can help put in place special handling to shorten the order processing time and to accelerate the delivery schedule. Short turnaround times could



limit the number of interested bidders and could increase the cost. GPO will consult with you to develop a suitable delivery date and consider strategies such as allowing a lower quality level, accepting partial delivery of the product that will satisfy the immediate need or using the most suitable contracting method.

### 3. Contract Compliance with Schedules

To facilitate GPO's contract administration responsibilities, GPO Form 907 (Non-Compliance/Change Report), or other noncompliance report, must be submitted each time a performance schedule is missed by either a contractor or your agency. Additionally, the form or other report is used for notifying GPO of contractor noncompliance with other contractual requirements, such as quality problems or shortages. To substantiate non-compliance, agencies may be required to furnish copies of receipts or samples of the printed product.

Accurate and complete records are essential to protecting the Government's interests in contract disputes. It is the responsibility of the agency printing representative to bring problems with timeliness of delivery, product quality, and quantities received to GPO's attention.

### 4. Paper Selection in Accordance with Joint Committee on Printing (JCP) Paper Selections

All paper requisitioned for use in public printing, publishing, and binding must conform to the Government Paper Specification Standards. This publication is available online: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol\\_12.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/vol_12.pdf). If you prefer a hard copy, please contact your GPO APS team.

Certain specialty items (e.g., decals, stickers, signage, hangtags, and interpretive panels) are exceptions from the Government Paper Specification Standards. When your agency's requirements cannot be met by use of a JCP approved paper, you should contact your APS team for assistance in determining whether an exception can be allowed. Requests for special paper should be accompanied by a written justification describing why the JCP approved papers will not satisfy the agency's needs.

### 5. GPO Imprint

With few exceptions such as classified work, the GPO imprint will appear on all printed matter to identify that the order was procured by GPO.

For the imprint, the contractor typesets the current calendar year, a dash, and the jacket number (e.g., 2019—404—123) in small 6 point type. For term contracts the print order number is included (e.g., 2019—404—123/00003).

The imprint appears at the bottom of the last printed page on books and pamphlets; at the bottom of the back on face and back products; at the bottom of face only products (except for items such as labels, envelopes, letterheads, certificates, etc.); or in the stub of multipart sets.

### 6. Depository Library Copies – Public Information Programs of the Superintendent of Documents

The Superintendent of Documents, U.S. Government Publishing Office (GPO), administers the Federal Depository Library Program (FDLP) in compliance with the Depository Library Act (Pub. L. 113-187, Aug. 9, 1962, 76 Stat. 352, codified as amended at 44 U.S.C. §§ 1901-1916), and in support of GPO's mission of keeping America informed.

The FDLP provides permanent free public access to tangible and electronic information dissemination products of the U.S. Government through a network of over 1,100 depository libraries throughout the United States and its territories.

All U.S. Government publications of public interest or educational value, or produced using Federal funds, are to be provided to depository libraries for public use, in print and electronic formats.

Exceptions are those products that are:

- For official use only or for strictly administrative use that are not of public interest or educational value
- Classified for reasons of national security
- The use of which is constrained by privacy considerations
- "Cooperative publications" which must be sold by the publishing agency in order to be self-sustaining

Working with GPO for dissemination benefits your agency. Your efforts are crucial to help GPO widely disseminate your agency's publications and, in addition, meet the mandates of 44 U.S.C. §§1710, 1902-1903 that require information dissemination products published with Federal funds, in any format, be made available to the public.

Besides complying with the law, including publications in the FDLP guarantees your information dissemination products are:

- Discoverable by a broad audience
- Represented in the comprehensive index of government publications, the Catalog of U.S. Government Publications (CGP)
- Preserved in perpetuity for future generations of researchers, historians, and the general public

## How to Inform GPO of Your Publications

### 1. Print and Other Tangible Publications:

- For orders placed through GPO (Central Office and Regional Offices) and/or on agency direct-deal contracts, GPO decides which publications to distribute through the FDLP and determines the appropriate distribution medium and quantity required. GPO bears the printing and binding costs of the depository copies.
- For products produced independently of GPO, agencies are required to notify GPO of their intent to publish, and bear the printing and binding or replication charges for the number of copies required for depository library distribution. In all cases, GPO bears the expense of distributing the copies. Please notify GPO of upcoming publications printed independent of GPO by submitting one of the following forms to the shared IntentToPublish@gpo.gov email box for rider determination:
  - GPO Form 3868 Notification of Intent to Publish
  - GPO Form 4044 Simplified Purchase Agreement (SPA) Work Order Form

Forms are available at [www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards).

### 2. Electronic or Online Publications:

GPO will ensure permanent public access and make your publications discoverable in GPO's online research systems, OCLC (an international database of library resources), and the online catalogs of depository libraries nationwide.

Please notify GPO via askGPO ([www.gpo.gov/askgpo](http://www.gpo.gov/askgpo)) under the category Federal Depository Libraries, subcategory Fugitive publications/LostDocs.

Please provide the following:

- Publication title
- URL
- Any other pertinent information (e.g., new, corrected, reprinted, or next issue of continuing resource)

If you have a large number of publications to report, contact [DocDiscovery@gpo.gov](mailto:DocDiscovery@gpo.gov) to discuss options for submission.

For more information, please see the appendices of Circular Letter 1012 Disseminating Information Products to the Public through GPO's Federal Depository Library Program on GPO's website:

- Appendix I Benefits to Agency, Reach the Public through GPO's Federal Depository Library Program
- Appendix II Guidelines for the Provision of Government Publications for Depository Library Distribution
- Appendix III Types of Publications to Be Included in the Federal

## Depository Library Program

- Appendix IV Types of Publications Excluded from the Federal Depository Library Program

### 7. Government Bill of Lading

A Government Bill of Lading (GBL) is a rarely used transportation document prepared by a Government official to designate a specific carrier for transportation. Use of a GBL makes the Government liable for safe delivery of the goods to or from a destination.

The intention to supply GBLs must be stated on the requisition. This request may apply to either an individual order or to an annual (open) requisition.

GBLs are prepared by GPO's Transportation Branch, unless the GBL is supplied to GPO by the ordering agency with the request for GPO to provide the agency GBL to the contractor. For agency-furnished GBLs, GPO will provide you with the additional information needed to complete the GBL (successful contractor's name, address, F.O.B. place of origin and the contract completion date).

### 8. Attending a Press Sheet Inspection (PSI)

GPO is committed to helping you receive the quality products you require, when you need them, at fair and reasonable cost to the American taxpayer. One of the ways in which this is accomplished is through Press Sheet Inspections (PSIs). Onsite PSIs are not required for all jobs, but when they are requested, a PSI can be a valuable tool in helping to ensure a quality product.

The pamphlet titled Guidelines for Agency Representatives Attending Press Sheet Inspections located here: [www.gpo.gov/docs/default-source/forms-standards-pdf-files/guidelines\\_attending\\_presssheetinspections.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/guidelines_attending_presssheetinspections.pdf), contains guidelines governing the performance of PSIs by agency personnel, whether on your own, or accompanied by GPO staff.

GPO hopes that the information available at the above link addresses all of your questions about PSIs and will serve as a ready-reference guide before, during, and after an inspection. We welcome your comments and suggestions on how we can improve, and as always, stand ready to assist you in any way we can. If you have any questions, please contact Quality Control for Published Products (QCPP) at 202.512.0542 or [qcpp@gpo.gov](mailto:qcpp@gpo.gov).

### 9. Return of Government Furnished Materials (GFM)

GPO does not store any reproducible material (previous samples, camera copy, electronic files, etc.) on the orders it processes. All original reproducible material as well as any final electronic files (if edits were made) will be returned to the ordering agency unless the requisition specifies otherwise. It is the agency's responsibility

to monitor and ensure all GFM is returned upon completion of an order. Any outstanding GFM should be reported to GPO in a timely manner.

## 10. Waiver Requests

In accordance with paragraphs 46-1 through 46-4 of the JCP Printing and Binding Regulations, permission for an agency to procure printing directly from a commercial printing source may only be granted through issuance of a GPO waiver. (Exceptions are printing requirements valued at less than \$1,000 if the item fits the description in paragraph 49-2 of the JCP Regulations.)

Requests for waivers must be submitted to the GPO Manager, accompanied by a fully completed SF-1 which fully describes the product to be procured. The reason for the waiver request should be thoroughly described. Approval of waivers is not routine. Each waiver will be carefully evaluated with outcomes being communicated in writing to the agency.

The GPO Director is permitted to return to any department of the Government any written requisition for printing, binding, and blank-book work, otherwise authorized by law, as in their opinion they are neither able nor suitably equipped to execute or which may be more economically, or in the better interest of the Government, procured elsewhere than at the GPO.

## 11. Permissions for Copyrighted Materials

You are responsible for obtaining written permission to use any copyrighted materials. This is necessary when the source material is old or recent, in print or electronic form and when you are changing the content to a different format or type of media.

After you receive authorization to make a copy of protected material, submit it to GPO along with your order.

## 12. Geographic Restriction

GPO strives to ensure that you have a vast variety of nationwide vendors to choose from and we are mandated to ensure full and open competition is allowed to the maximum extent practical during the procurement process.

If you require localized services for onsite inspections or have time or budgetary constraints, please provide a written justification for this limitation with your order.

## 13. Changing a GPO Order

Changes to previously provided requisition (SF-1) or Print Orders must be submitted in writing to the appropriate GPO office to confirm the updated requirements. The request should identify the

order using the requisition number (plus Jacket and/or Program and Print Order numbers when known) and should fully describe the change and the reason for making it. All requests must be submitted by an individual who has appropriate authority.

Modifications will be issued to address the change under the original order number. Please do not supply a new order number when submitting a request to change an existing order.

## 14. Reprint Orders

Requisitions for the reprinting of a previously printed document should be accompanied by the final reproduction material(s) used to produce the previous order as well as a sample of the previously finished product, if available. On all requisitions for reprints, the previous jacket number should be indicated when known. This will help ensure proper handling using the same or similar requirements and can help reduce the cost and processing time for your order.

## 15. Obtaining General Services Administration (GSA) Forms

GSA forms are not provided by GPO. Per FPMR (41 CFR) § 101-26.302, printed Standard and Optional Forms are to be obtained from GSA, Federal Acquisition Service (FAS), through GSA Advantage, located here: [www.gsaadvantage.gov/advantage/main/start\\_page.do](http://www.gsaadvantage.gov/advantage/main/start_page.do).

Unless specifically stated, the forms in the GSA Forms Library are authorized for local reproduction and made available as fillable electronic forms that you can print or save digitally.

# GPO Contracting Methods

GPO uses various contracting methods to procure your requirements with basic descriptions provided below.

## 1. Small Purchase Request for Quotation (RFQ)

Small purchase projects under \$100,000, can be procured using a more streamlined contracting method. These projects are usually for non-repetitive procurements that are advertised for competitive quotes. This type of procurement usually takes GPO less time to write the specifications, certify and make award. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

Once a purchase order is issued, the contractor may decline the order prior to beginning performance if the specifications prove to be different than advertised or if the vendor did not fully account for all requirements in the order. If this occurs, GPO makes every effort to re-award the requirement with the same delivery date.

## 2. Sealed Bidding (also known as One-Time Bid, Invitation for Bid (IFB) or Formal Bid)

Sealed bidding projects are large dollar or complex orders that use a formal sealed bidding process. These projects generally exceed \$100,000. IFBs usually require more time for potential vendors to prepare their competitive bid, conduct a public bid opening, and go through the certification process for award. Once submitted, bids are binding. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

## 3. Term Contracts

Term contracts are the most effective and efficient means for satisfying recurring needs for similar orders (e.g., cut forms, books and pamphlets, envelopes, business cards). GPO establishes a contract that remains in place for a set performance period, typically for one base year, plus up to four additional 12-month

periods that can be exercised at the agency's option. The contract will be awarded based upon the lowest responsive responsible vendor's quote, which conforms to the specifications.

Print Orders placed directly by agencies onto term contracts must be fully documented in accordance with the contract requirements including the date the material was made available for pickup by, or sent to, the contractor. Performance schedules must comply with the time-periods prescribed in the contract.

Several different types of term contracts are used.

### a. Single Award

The term contract is awarded to a single contractor who can produce all of the requirements over a specified period of performance.

### b. Multiple Award

GPO certifies multiple contractors to perform on the term contract because the requirements may exceed the production capacity of a single contractor.

- A multiple award contract may be a Sequence of Award contract in which the agency must place orders to contractors following a sequence-of-award established by GPO at time of certification. The order is based on lowest overall cost estimated for all of the contract requirements.
- Another type of multiple award contract is an Individually Abstracted contract in which GPO provides an abstract of bid prices received from each contractor. The agency uses it to establish the lowest priced contractor based on generating an estimate for each individual order as it is placed on the contract.

### c. General Usage

These contracts are put in place to support commonly ordered items (e.g., cut forms, books and pamphlets, envelopes, business cards). Multiple agencies can place orders on the contract. These contracts help expedite the procurement process.

#### **4. Negotiated Procurements (also known as Request for Proposal or Task Order Contracts)**

Negotiated procurements are used when requirements are complex and your need cannot be fully defined. It takes longer to establish a contract using this type of procurement. This contract type is not used when requirements can be clearly specified without the need to consider optional or unknown solutions.

A solicitation based on your statement of work is issued in the form of RFP. Formal proposals are evaluated by a team including members of both GPO and your agency. This method allows interaction with the vendors who submit proposals and allows you to be involved in selecting the solution that represents the most value for your agency.

GPO has several existing negotiated contracts that you may participate in. See Section VII for more details.

#### **5. Non-Competitive Purchases**

Per 41 U.S.C. § 3304, unless otherwise provided in the appropriation concerned, purchases for supplies or services for the Federal government must be advertised with open competition. This does not apply when only one source of supply is available. It is up to you to provide sufficient evidence to GPO to validate and gain approval for any non-competitive purchase.

Justification must affirm the following:

- A description of what it is about the product being requested that would preclude full and open competition to procure it.
- Market research has been conducted to validate that this is the only source available.
- The impact if the sole source award were not to be granted. Explain how the end user would be adversely affected if the specific product or design was produced by a different vendor.
- If the product is patented and/or copyrighted, indicate what alternatives you have explored. If no acceptable alternative was found, list the specific benefits that the patented/copyrighted product provides that are critical to meeting your mission.



# Agency Procedure For Placing Orders On Term Contracts

Placement of Print Orders can be handled directly by your agency or by GPO personnel. In either case, GPO maintains authority for the contract. Special instructions for placing your own orders are provided in this section.

## 1. Direct-Deal Term Contracts

Direct-deal term contracts allow you to place Print Orders (GPO Form 2511) directly with contractors rather than routing them through GPO for placement. This is the most efficient way to place an order.

Agency authority under direct-deal term contracts extends only to the placement of Print Orders and to the transmission of copy and proofs. All other authority rests with GPO's Contracting Officers who negotiate with contractors to manage performance beyond the terms of the contract.

When placing orders directly with a contractor, your responsibility includes:

### a. Create the Print Order

When completing Print Orders for placement, all applicable boxes on the 2511 Print Order form must be completed. See Appendix 4 for an illustration of the form.

The objective is to provide complete information on the individual Print Order that can stand alone to describe your order and to ensure that no requirements are omitted. GPO discourages the use of references such as "per contract". Whenever possible, the complete distribution list should be supplied directly on the Print Order.

### b. Include Rider Copies

If other agencies intend to ride an order, GPO will furnish a separate memorandum detailing the number of copies to be added to your order along with distribution instructions. Additionally, the FDLP and its network of depository libraries or GPO Sales may order rider copies.

It is crucial to have any rider quantities added to your agency's required quantity on the Print Order. The cost of reprinting an order due to failure to include these rider copies will result in additional costs to the Government and taxpayers.

### c. Distribute the Print Order

The contractor has no authority to perform work prior to receipt of a Print Order.

A copy of the Print Order and any separate distribution list or attachments should be provided to GPO at the same time that the Print Order is sent to the contractor. GPO needs to enter the order into our ordering system to support the billing process. If GPO does not have a copy when the contractor submits an invoice, it will delay payment.

Print Orders are also reviewed by GPO to ensure that they fit the contract.

### d. Provide Government Furnished Materials (GFM)

At the time of Print Order acceptance, the contractor must be informed of where and when the GFM can be obtained. This will determine the start date for the schedule as specified in the contract. After placing the order, the specified schedule may not be modified by the issuing agency. The authority to negotiate changes on the order rests with GPO personnel. For instances of Government-caused delays you will fill out and submit the GPO 907 Form as described in Section IV, 3. Contract Compliance with Schedules.

## 2. Special Considerations for Multiple Award Contracts

### a. Print Order Log

When placing Print Orders under multiple-award, direct-deal term contracts, you are required to keep a log record. This record is the means by which each contractor's acceptance pattern is tracked. The log identifies each offering for multiple award contracts, the required schedule, the best date offered by each contractor representative if the offering is refused, and the representative's

name. This record should be reviewed periodically to determine any consistent patterns of Print Order refusal for multiple award term contracts. GPO may also request to review the log to ensure that Print Orders are being placed properly. Additionally, the records relating to any sequence-of-award established through abstracting must be retained for review by GPO.

#### **b. Sequence of Award**

All Print Orders must be placed in accordance with the pre-established sequence-of-award. This sequence, which may be provided by GPO prior to commencement of the term contract, is developed to ensure that Print Orders are always offered first to the lowest bidder. Some term contracts, however, may require, or provide for, a sequence-of-award to be established for each Print Order through abstracting of individual order requirements to determine the award sequence. The method for establishing the sequence will be specified in the contract.

#### **c. Contractor Responses**

Each term contract stipulates a time-period for contractors to respond to Print Order offerings (usually 30 minutes). The name of the contractor representative contacted and the time of the offering must be entered into the placement log. Should the first contractor fail to respond within the specified time or reject the order, the remaining contractors must be contacted in sequence. Under no circumstances may you bypass an eligible contractor in the sequence-of-award. Repeated refusals of Print Order offerings must be brought to the attention of GPO.

#### **c. Paper Price Adjustment (PPA)**

The Government is required to include this clause in multiyear and option year term contracts when the value of paper alone is estimated to exceed \$100,000. Term contracts incorporating this clause must distinguish paper as a separate line item in the “Schedule of Prices.”

Paper prices charged under the term contract will be adjusted in accordance with “Table 9 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items” in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS) on a monthly basis. The applicable BLS code (for example, 0913-01) for corresponding paper type (for example, Offset Book) will apply to all paper required under the contract. The applicable index figures for the specified month will establish the base index. Adjustments under this clause will be applied to the contractor’s bid price(s) for paper line items in the “Schedule of Prices,” and will be effective on the first day of any month for which prices are to be adjusted. There must be no price adjustment for the first three (3) production months of the contract. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month, which is two (2) months prior to the month being considered for adjustment.

The GPO Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during the months affected by this clause.

### **3. Contract Clauses Used in Term Contracts (as applicable)**

#### **a. Option to Extend the Contract Term**

Some contracts are written to include a base performance period, typically 12 months, plus option years. It is the Government’s exclusive right to extend the contract by written notice to the contractor not later than 30 days before the current contract period expires. The duration of a contract may not exceed 5 years, including any options under this clause.

#### **b. Economic Price Adjustment (EPA)**

Multiyear and option year contracts must include an economic price adjustment clause, which will provide for either upward or downward price adjustment in the contract price in accordance with changes in the specified price indexes. The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoice to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the “Consumer Price Index For All Urban Consumers – Commodities Less Food, Seasonal Adjusted,” published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics.

# Established Procurement Vehicles

Several programs have been established to help you reap the benefits of agency control over the ordering process, cost saving, and streamlined order processing.

## 1. Simplified Purchase Agreement (SPA)

The SPA is a streamlined printing procurement process. Once approved to use the SPA, you can acquire publishing and information products and services valued up to \$10,000.00 directly from a list of GPO certified local commercial vendors.

This procurement option offers the maximum possible convenience and control for quick turnaround publishing projects. SPA orders allow you to solicit and directly place orders with a vendor of your choice based on “best value”. This concept embraces price as well as any number of important factors, such as responsiveness, business practices, convenience, courteous service and attention to detail. You are able to take into account elements of past performance relating to quality, reliability, and schedule compliance.

The process ensures fair and reasonable competitive pricing and vendor compliance with GPO standards as it relates to the Government Paper Specifications and Quality Assurance through Attributes Program (QATAP), thus maintaining continued consistency and quality control of the publishing and information products and services. See more on QATAP in section IX.

For the vendor, the SPA provides local small businesses with a vehicle through which they can market their services directly to Federal agencies.

For information on how to get started on the SPA go to: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/simplified-purchase-agreement)

## 2. GPOExpress (950-S Contract)

The 950-S Program known as GPOExpress is a convenient, short-run, quick-turnaround copying contract. Once approved, it allows

you to place orders directly using a unique GPOExpress card to make purchases at designated locations nationwide. You get substantial savings while still complying with Title 44.

Participation in the GPOExpress program requires an agency to:

- a. Obtain a Billing Address Code (BAC) linked to an acceptable form of Government payment, which may be a government credit card, a deposit account, etc.
- b. Submit a GPO Form 3001 or SF-1 designating all cardholders and their prescribed spending limits

Services provided under the contract include:

- Access to locations nationwide 24/7, 365 days a year
- Convenient ordering options via e-mail, the website or walk-in
- Free delivery within a local area

For additional services and pricing available go to: [www.gpo.gov/docs/default-source/gpoexpress-pdf-files/gpo\\_express\\_pricelist.pdf](http://www.gpo.gov/docs/default-source/gpoexpress-pdf-files/gpo_express_pricelist.pdf)

For more information on how to sign up for the GPOExpress program go to: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpoexpress](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpoexpress)

GPO does not apply a surcharge to GPOExpress orders.

## 3. GPO Online Paper Store

The GPO Online Paper Store is a simple, one-stop solution for ordering cut-sheet paper supplies for office copiers and printers.

The GPO Online Paper Store offers:

- A variety of paper options and products
- Green options for those following Federal guidelines and sustainability requirements
- Free delivery nationwide

- 24/7 easy online ordering
- A dedicated Customer Service Center
- Competitive pricing (with no added surcharge)
- Payment by credit card, Intra-Governmental Payment and Collection (IPAC) Systems, or deposit account

To get started [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpo-online-paper-store](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/gpo-online-paper-store)

#### 4. GPO Consulting Services (980-M Contract)

GPO provides detailed analysis of agency in-house operations (including multifunctional devices, desktop printers, mailing equipment, fax servers and related devices) and provides recommendations in a report that can serve as your blueprint for future improvements. You can benefit by evaluating the best overall solutions for your in-house production needs.

Consultation includes:

- Cost-saving analysis
- Right sizing through equipment recommendations
- Optimization with floor plans of copier locations and models
- Assessment of user needs
- Workflow processes and systems

GPO provides solutions for agency equipment, services, and personnel by utilizing the industry expertise of our dedicated contracting team and GPO's competitive buying power. We work with you to meet your strategic and budgetary goals.

#### 5. GPO Onsite Services (951-M Contract)

Using our contract, you are able to work with GPO experts who can help you use a streamlined acquisition process to lease or buy equipment to support and enhance your in-house operations.

GPO has consistently been able to help customers save significant money and increase their efficiency and capability, while complying with Title 44 requirements.

This program offers your agency solutions for the following:

- Lease/purchase of copier fleets and printing devices
- Managed print service solutions
- Existing Government-owned equipment maintenance
- Mailing, distribution, and delivery services
- Copying and printing operations
- Binding and finishing operations
- Onsite personnel and security-cleared personnel

An assortment of onsite document conversion/scanning services are available, including but not limited to:

- Onsite turnkey operation
- Reduction of real estate being occupied by physical documents
- Experienced staffing
- Scanning
- Document preparation
- Indexing
- Re-filing or recycling post-scan
- Metadata creation
- Quality control
- NARA compliance
- Compliance with Executive Order

For more information go to: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/onsite-document-solutions](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/onsite-document-solutions)

# Procurement Support Services

## 1. Consultation – National Account Managers (NAMs)

GPO National Account Managers work with Federal agency customers throughout the United States.

Regardless of your location, their role is to:

- Provide you with a single, dedicated point of contact
- Help you choose the most appropriate and cost-effective GPO programs to suit your needs
- Introduce you to new GPO programs and services
- Connect you to internal GPO subject matter experts to provide you with the technical guidance needed to make informed decisions about print and digital publishing options
- Provide you with technical advice on print projects and maximizing print and publishing budgets
- Conduct educational outreach events and training seminars to help you train your staff to work effectively with GPO
- Help resolve administrative and financial issues related to account set-up, funding, billing, or other GPO activities and processes

To locate your NAM, send an e-mail to [NAM@gpo.gov](mailto:NAM@gpo.gov) or call 202.512.1904. Be sure to include your agency and the state in which you are located.

## 2. Prebid Conferences

GPO can arrange conferences or formal Industry Day events to support discussion of your project details with prospective bidders. The events provide an opportunity to explain requirements that are complex or that require unusual performance on the part of the contractor and get feedback about what industry can provide. Since these conferences are held prior to bid opening, suggested changes or alternatives to the specifications may be considered for inclusion in final contract specifications.

## 3. Onsite Inspections

Onsite inspections can be conducted to obtain current information related to the contractor's capabilities related to performing the contract. The onsite visit is typically included in the process of evaluating a vendor before award and includes the examination of elements such as production capability, technical capability, quality assurance, physical security, labor resources, performance record and financial viability.

A specified preaward visit can be waived if a visit to the same plant has been completed recently and the data is still considered to be relevant.

## 4. Post Award/Prior to Production Conferences

When a contract involves new technology, complex requirements, critical schedules, extensive or involved distribution, or other complexities you may want to request a post award conference be added to the solicitation.

After the award of a contract, but prior to any performance under the contract, representatives from the Federal agency, GPO, and the selected contractor(s) meet to discuss the most important aspects of the contract in order to avert potential problems. Prior-to-production conferences are also used to ensure all parties have a clear understanding of the contract and are completing/interpreting Form 2511 correctly.

## 5. Prior to Production Samples

When the finished product must be tested for acceptable usage, GPO can require the contractor to furnish samples that represent the ordered product before authorizing the contractor to produce the whole quantity. In this case, the contractor must wait for the agency to confirm acceptance before proceeding.

The use of prior-to-production samples is usually limited to products that the agency needs to process further using their own machines (e.g., mailing or high quality finishing equipment) that



may have tight tolerances.

Producing these sample requires the same make-ready and other set-up procedures as the actual production run, so they are usually expensive and can require more time in the schedule.

## 6. Quality Control/Press Sheet Inspection

Press sheet inspections (PSIs) are for the purpose of setting standards that are to be maintained throughout the entire run. Final make-ready press sheets are inspected and approved at the contractor's plant.

Upon approval of the sheets, the contractor is required to maintain the exact standards throughout the press run (within Quality Assurance Through Attributes Program (QATAP) tolerances when applicable, see Section IX for more information). This will add to the cost of the job and may lengthen the delivery schedule.

After award, the contractor will give advance notice to GPO, providing the time and date that they plan on printing the job. GPO will then notify the representative from the Federal agency and make arrangements for the plant visit.

## 7. Production Monitoring

GPO is committed to helping you receive quality products. One of the ways this is accomplished is through onsite production monitoring.

Trained GPO personnel can monitor the contractor's performance during any element of the production process including printing, imaging, binding, and mailing to ensure quality is maintained throughout production. There is an additional/hourly cost for this service.

## 8. GPO Permit Mailing

GPO offers our G-796 mailing permit for reimbursable USPS mailing. Using the GPO permit would save the cost and time of getting a mailing permit from your local Post Office. The GPO surcharge is applied to mailing costs when using the GPO permit.

## 9. Training Offered by GPO

GPO provides a variety of training. Customers nationwide can participate in most offerings.

### a. The Institute at GPO:

The Institute at GPO provides Federal publishing professionals with courses designed to help their agency communicate effectively with a broad range of audiences using a variety of channels. Courses and

seminars integrate hands-on exercises, demonstrations, discussions, and presentations led by nationally recognized experts in their fields.

We can help your agency:

- Develop training for your staff to better understand Federal sector publishing and printing best practices
- Increase your knowledge about emerging digital technologies that impact the planning, processes, and budgets for publishing, printing, and information dissemination
- Improve your skills in areas that are unique to Federal agency publishing

The Institute Offers:

- Online training
- Desktop publishing courses
- Digital print and management courses
- Offsite customized courses at agency locations

For more information on specific courses, please visit the GPO Training Opportunities page: [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/training-opportunities](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/training-opportunities).

### b. NAM Sponsored Training Events

GPO offers training events at GPO headquarters in Washington, DC, locations across the country (Road Shows), and online webinars. These free events are conducted by GPO National Account Managers (NAMs) and offer critical training for new GPO users and a comprehensive updates for existing customers. Training topics include:

- Overview of GPO products and services
- Trending topics among GPO customers
- How to work with GPO (including funding and forms)
- Featured presentation topics requested by Federal customers

### GPO Road Shows

GPO travels throughout the country to present regional customers with an opportunity to learn more about GPO products and services through GPO Road Shows. These presentations are held at various times throughout the year in locations nationwide. To learn more about GPO Road Shows, see where the next Road Show is scheduled, or to request a Road Show in your area, send an e-mail to [NAM@gpo.gov](mailto:NAM@gpo.gov).

### GPO Hosted Webinars

Throughout the year, GPO will conduct informative webinars on various topics to help keep you up-to-date on printing and

publishing resources and innovations available through GPO. A webinar is a convenient vehicle that allows you to participate in a training event without having to leave the office.

GPO NAMs can also provide customized group training at your agency location. If you want to learn more, or would like to be added to GPO's e-mail list for webinar opportunities, you can send your inquiry to [NAM@gpo.gov](mailto:NAM@gpo.gov).

To find an upcoming training event in your area, send an e-mail to [NAM@gpo.gov](mailto:NAM@gpo.gov) or visit: [www.gpo.gov/how-to-work-with-us/agency/events-and-training](http://www.gpo.gov/how-to-work-with-us/agency/events-and-training).

#### **c. OnDemand Online Training:**

GPO realizes that the acquisition process can be somewhat complicated. Our aim is to provide training to help you navigate the procurement process.

There are many helpful resources available online. Whether you are looking for training on how to fill out an SF-1 or to learn more about the SPA program, there are videos you can watch on demand for your immediate training convenience.

Please visit the GPO Guides and Instructions page below:  
[www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/guides-and-instructions).

# Quality Assurance Through Attributes Program (QATAP)

## 1. GPO Policy

The quality of products procured through Customer Services must conform to the requirements of the specifications agreed to with the customer agency.

## 2. Role of QATAP

The “Quality Assurance through Attributes Program - Contract Terms” (GPO Pub. 310.1) is incorporated in GPO contracts for most products identified as “general printing” (e.g., books, pamphlets, and cut forms). This means a quality level will be assigned to the product and a contractor’s conformance with the quality requirements will be determined by measuring defects in accordance with the tolerances for the applicable attributes based on the quality level. Products failing to meet the quality requirements will be rejected. Corrective action may require reprinting, correction, or acceptance at an appropriate discount.

### Quality Attributes

Quality Attributes are properties of a printed piece expressed in units of measure with permissible tolerances. During quality evaluation, the measurement of each attribute defines a product’s compliance with requirements.

Printing and binding attributes are identified in QATAP. Examples are trim size (in inches), type density (in percent reflectance), and hiccups and spots (by size and number present). Paper attributes are subdivided into characteristics (e.g., color, opacity, smoothness).

## 3. Federal Agency Responsibilities under QATAP

Under QATAP, you and GPO both share responsibility for determining quality requirements and assuring conformance to these requirements.

Your primary responsibilities are discussed below.

### a. Quality Level Selection

Since you are the best judge of desired quality, GPO has delegated the responsibility for initial Quality Level (QL) selection of the printed product to the ordering agency, subject to concurrence by GPO. A more detailed discussion of quality levels can be found in GPO Publication 310.1: [www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf](http://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap.pdf).

### b. Product Inspection

GPO performs product inspection to determine compliance with specifications. Due to the volume of work procured by GPO, you are encouraged to inspect products upon receipt and to promptly notify GPO of any quality problems.

### c. Registering Complaints

All complaints regarding product quality must be submitted on GPO Form 1815 through an authorized agency printing representative and must be accompanied by samples. See Appendix 6 for an illustration of this form. This requirement does not preclude prompt verbal notification when the nature of the quality problem(s) warrants immediate attention.

### d. Gathering Inspection Samples

To assist GPO in quality assessments under QATAP, when you register a complaint, you may be required to gather randomly selected samples from various destinations. Contractors are required to deliver Departmental Random Copies (Blue Label) copies to the Federal Agency on most jobs and to certify that they were selected according to GPO Form 917-Certificate of Selection of Random Copies.

The Blue Label copies should be set aside to open last so that they may be submitted unopened in the event that a quality issue is discovered that needs to be addressed. The Blue Label copies constitute a part of the total quantity ordered, and provided at no additional charge. These randomly selected copies are

packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container.

If Blue Label copies are not available, you should immediately contact GPO for guidance in sample gathering to avoid delays in obtaining samples. In order to seek a reprint or discount on the whole order, no copies of a rejected product should be used or distributed.

#### **e. Rejected Products**

When GPO determines a printed product fails to meet specifications for quality, the Contracting Officer will work with the contractor to take action. This may result in accepting the job with a discount, correcting the defect, or reprinting the job. It should be understood that discounts will always be considered when it is a usable product.

### **4. Product Quality Levels**

Under QATAP there are five levels of quality which may be assigned to a product. These levels range from Level I (best quality) to Level V (functional quality). Selection of the appropriate Quality Level (QL) for a given product is not always an easy decision. The natural tendency is to select the highest QL (Level I), in hopes of getting, at least, the minimum quality needed. Under QATAP, however, contractors must produce the specified QL within the allowable tolerances for each attribute or risk rejection by GPO. Consequently, selecting a QL higher than is needed could substantially decrease the number of contractors who could place a bid or a quote and increase printing costs.

The following QL descriptions are designed to assist you in making appropriate selections.

### **5. Description of the Five Quality Levels**

There is a direct correlation between the appropriate QL and the intended use of a product. The following describes this correlation.

#### **a. Level I (Best Quality)**

These products require the best available materials, printing, workmanship, quality control, and commensurate production time. Products in this level have single- or multi-colored detailed photos, halftones, very fine line drawings, and reproductions up to 200-line screen halftones. The highest quality government furnished material (GFM), reproduction proofs, and closest match between approved proof and press sheet are required. Examples of Level I products include art books, medical journals, and meat grading charts.

#### **b. Level II (Better Quality)**

These products require high quality printing, materials,

workmanship, quality control and commensurate production time. Products of this level contain single- or multi-color 175-line or finer screen halftone reproductions of single- or multi-color subject matter. High quality GFM, reproduction and proofs are required. Examples of Level II products include yearbooks, recruiting material, and professional papers.

#### **c. Level III (Good Quality)**

These products require above average materials, printing, workmanship, quality control, and commensurate production time. Products of this level require clean, sharp printing of single- or multi-color work (general process color work) and halftone reproductions up to 150-line screen. Above average quality GFM reproduction proofs and typography are required. Examples of Level III products include annual reports, general process color work, court decisions, illustrative catalogs, budget reports, technical reports (with color), and textbooks.

#### **d. Level IV (Basic Quality)**

These products require average quality printing, materials, workmanship, quality control, and commensurate production time. Products of this level are generally informational in nature and have general black-and-white or line color (non-process) and occasional halftone reproductions. Average fidelity and resolution to GFM is required. Examples of Level IV products include technical manuals (without process color), telephone directories, indexes, and project reports.

#### **e. Level V (Functional Quality)**

These products require printing with no information loss from GFM. These products may be reproduced from readable copy. Examples of Level V products include inter-office forms and information handouts (type and line work only).

### **f. Mixing Product Quality Levels**

There will be instances where more than one level of quality will be assigned to an individual job. For instance, the binding may be more important than the fidelity of an illustration. As a result, a Level III may be assigned to the binding attributes and a Level IV to the remainder of the attributes. Mixing quality levels usually provides quality where needed while saving money.

### **6. Assistance from GPO**

Assistance in selecting the appropriate Quality Level or in any other aspects of QATAP is available from GPO. If you choose not to select a Quality Level, GPO will assign the appropriate Quality Level for the product.

## 7. Quality Standards for Digital Printing

For contracts determined to be Quality Level 3, 4, or 5, the agency has the option to produce the products via conventional offset or digital printing provided that the Quality Level standards are maintained.

If digital printing is an option, different choices of digital printing can be specified in the contract. The choice can be defined by specifying attributes like: ink type, line screen, a minimum resolution, and raster image processing (RIP). These choices will affect price and quality.

- Pros: Less expensive, accurate proof, faster turnaround, smaller quantities, variable data
- Cons: Color accuracy cannot be verified, limited paper choice, difficult match to Pantone color, banding in gradients, uneven solids



# Additional GPO Business Units

## Customer Services Support Teams

### 1. Publishing Support Services

#### a. Bid Section

Prepares bid lists for soliciting contractors, maintains bidder's mailing lists, the Automated Bid List System (ABLS) and Contractor Connection, assigns contractor codes, classifies contractors according to capabilities, secures bids, and opens formal bids.

#### b. Contract Compliance

Monitors and reports on contractors' shipping/delivery performance, monitors proof dates to ensure compliance to specifications, informs Contracting Officers of contractors with performance problems, performs delinquency verifications, processes adjustments to schedules, issues Monthly Compliance Letters (processes contractors' responses), and reviews performance histories with contractors.

#### c. Quality Control for Published Products

Consults on projects before production, conducts press sheet inspections, pre-flights electronic media, inspects agency proofs, evaluates vendor samples to assign quality levels, conducts pre-award surveys, monitors in plant production, evaluates Quality Assurance Random Copies (QARCs) for compliance to specifications, evaluates quality complaints, informs Contracting Officers of deficient contractors, and supports Customer Services with any technical specification needs.

#### d. Communications and Status Center (COMSTAT)

Processes requisitions from customer agencies, assigns jacket numbers, processes open jackets, prepares distribution lists, and handles Superintendent of Documents requirements.

### 2. Creative and Digital Media Services (CRDMS)

GPO's Creative and Digital Media Services (CRDMS) is an innovative design studio in the Federal Government. An integral part of GPO's Customer Services business unit, CRDMS is composed of two teams of professional designers and information specialists.

#### a. Creative Services

Functions as a design services group that serve a need for communication products and services. The design team offers print and graphics design, branding and identity, exhibit graphics, video, multimedia, photography, and security design services. The group provides design services for Executive, Legislative and Judicial branch agencies, commissions, and numerous entities funded by Federal government-appropriated funds. Creative Services also provides design services for both the U.S. Congress, and the Executive Office of the President.

#### b. Digital Media Services

Provides web content management services. This team also provides digital archiving/storage, CD-ROM duplication, and some services related to making documents accessible for visually-challenged users and consumers of government information.

## GPO business units outside of Customer Services:

### 1. GPO Printing Plant

Plant Operations is an around-the-clock printing and technology business unit that publishes essential government documents such as the Congressional Record, Federal Register, Code of Federal Regulations, President's Budget, Bills, Hearings and Congressional Reports, as well as select Federal agency work and security products. The Plant manufactures a wide range of products including flyers, letters, envelopes, posters, certificates, pamphlets, and books of all types. Their Press Department utilizes G7 certified conventional and LED/UV offset sheet-fed and web presses as well as letterpress

services. Proofing systems include G7 certified ink jet and high resolution laminated equipment. Their Bindery Department offers a variety of binding services including Smyth sewn, polyurethane reactive (PUR), saddle stitch, perfect binding, library binding and case binding. The Plant ships locally and nationwide.

## 2. Security and Intelligent Documents (SID)

GPO's Security and Intelligent Documents Business Unit is leading the way in secure document design and manufacturing, enabling the production of secure Government documents for a wide variety of applications including (a) U.S. Passports (b) Evidence of Identity (c) Travel Documents (d) Immigration Forms (e) Credentials and (f) Official Tickets and Checks.

Customers can utilize GPO's services in the following ways:

### a. Security by Design

Members of GPO's internal design staff are experts in the latest and most secure design software and are ready to assist you in all stages of building a secure document.

### b. Security by Materials

GPO has the experience needed in preparing technical specifications for security paper and security inks.

### c. Security by Print

GPO ensures the safety and authenticity of secure documents by employing hundreds of individuals with security clearances in the areas of manufacturing, procurement, design, and delivery.

### d. Security by Technology

GPO has extensive in-government expertise in the latest technologies used in security documents and credentials to thwart counterfeiters and forgers. GPO also collaborates with U.S. and global commercial sources, suppliers and technology providers to integrate best-in-class security features, components and systems into the final products.

## 3. Publications and Information Sales (P&IS)

GPO's Publications and Information Sales business unit helps you expand the dissemination of your print and digital content into places where readers often search for information.

P&IS works with commercial and academic channels to place Federal publications, subscriptions and eBooks into consumer channels such as the U.S. Government Online Bookstore, Apple iTunes, Google Play, Barnes and Noble, and into public libraries through Overdrive.

Content is placed into Academic channels through EBSCO, ProQuest, MyiLibrary, AcademicPub, Rittenhouse R2 Library, and the U.S. Government Online Bookstore.

Federal content is also promoted through the U.S. Government Online Bookstore, our New Titles by Topic e-mail alert service (with over 230,000 subscribers), our Government Book Talk Blog, and through Facebook, Twitter, and Pinterest.

## 4. Warehousing and Distribution Services

Publications and Information Sales also manages warehouses in Laurel, MD and Pueblo, CO, where reimbursable publication storage and fulfillment services are provided for Federal agencies: [www.gpo.gov/docs/default-source/guides-and-instructions/pdf/2-gpo-laurel-pueblo-distribution-flyer.pdf](http://www.gpo.gov/docs/default-source/guides-and-instructions/pdf/2-gpo-laurel-pueblo-distribution-flyer.pdf).

## 5. Official Journals of Government

The Official Journals of Government business unit provides support services to the U.S. Senate and U.S. House of Representatives and their committees regarding the printing, binding, and provision of digital information products required to carry out the legislative schedule and daily operations. This support includes the production of the *Congressional Record*, *Congressional Record Index*, bills, reports, hearings, committee prints, and other authorized documents.

This business unit also works in close partnership with the Office of the Federal Register (OFR) to coordinate the timely production of the official documents of the OFR including the daily *Federal Register*, *Code of Federal Regulations*, *List of CFR Sections Affected (LSA)* and the *Public Papers of the Presidents of the United States*.

## 6. Library Services & Content Management

Library Services & Content Management's (LSCM) mission is to generate an informed American public through the administration and support of four statutorily mandated programs, ensuring Federal Government information lifecycle management in multiple publishing formats.

These programs are the:

- Federal Depository Library Program (FDLP)
- Cataloging and Indexing Program (C&I)
- International Exchange Service (IES)
- By-Law Program

## 7. Programs, Strategy, and Technology (PST)

GPO's Programs, Strategy, and Technology office provides management support, process discipline, business process reengineering and transparency to key agency strategic programs. PST is responsible for the management, ongoing development, and support of GPO's govinfo ([www.govinfo.gov](http://www.govinfo.gov)).

Govinfo is an ISO 16363 certified Trustworthy Digital Repository that provides content management, free online access, and long-term digital preservation to official publications from all three branches of the Federal Government. PDF files on govinfo are digitally signed and certified to provide evidence of document authenticity and integrity. Federal agencies can visit [www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/digital-content-solutions](http://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/digital-content-solutions) to learn about making their content available on govinfo or about using GPO's standalone PDF digital signature application service.

# GPO Finance and Billing

This section includes information that supports the ordering process all the way through to successful billing.

## 1. Establish a GPO Billing Address Code (BAC)

To obtain a GPO Billing Address Code (BAC), complete and submit GPO Form 4046 with the following information filled in as appropriate:

- Agency Requestor information – Name, Title, Department and Bureau/Office, address, phone, fax and e-mail.
- Finance Point of Contact information – Name, Title, address, phone, fax and e-mail.
- Method of Payment
  - IPAC Billing – Handled by Treasury transfer
  - Non-IPAC – Credit Card or Check
- Agency Location Code (ALC), Treasury Account Symbol (TAS) and Business Event Type Code (BETC) are required for IPAC. This information can be acquired from the agency's finance or budget office.
- Line of Accounting (LOA) if required by your agency.
- Authorizing Signature, Title and Date

Completed form should be e-mailed to [requestnewbac@gpo.gov](mailto:requestnewbac@gpo.gov). GPO Commercial Billing will contact you within 3 business days with information to begin using the new GPO BAC.

## 2. Treasury Account Symbol (TAS)/Business Event Type Code (BETC)

TAS - Identification code assigned by Treasury Fiscal Service to agencies for Treasury reported financial transactions of the Federal government. The BETC must accompany the TAS to indicate the type of activity being reported, such as payments, collections, etc.

The TAS-BETC is required for all Intra-Governmental Payment and Collection System (IPAC) transactions. It is not required for credit card transactions. All obligation documents (2014 version or later) contain component TAS and BETC fields in the billing information section.

Contact your agency's budget or accounting office to obtain the correct TAS/BETC information.

## 3. Line of Accounting

Line of accounting (LOA) is an agency reference accounting code, up to 195 characters, supplied in the identified box of the ordering document.

The agency-supplied accounting number is captured by GPO and transmitted on the customer IPAC bill to allow for automated recognition of charges by the customer's finance system, reducing administrative time and reversed charges.

GPO must be notified if this is a mandatory agency requirement. To notify GPO of your agency's Line of Accounting requirement e-mail [cad@gpo.gov](mailto:cad@gpo.gov).

## 4. Credit Card Payment

Identify orders to be charged to a government credit card by selecting the purchase card box on the ordering document.

Provide credit card information (name on card, card number and expiration date) in the identified boxes on ordering document and submit to GPO via secure transmission, or provide contact information (name and phone) to collect credit card information for payment processing.

Credit card receipts are not automatically transmitted from GPO, but may be provided upon request.

## 5. IPAC

Electronic Internet-based collection and payment system that facilitates intra-governmental transfer of funds on a real-time basis.

GPO processes IPAC transactions four times a month (5th, 10th, 15th and 20th), adjusted for weekends and holidays.

## 6. Deposit Account

Account established by the deposit of funds via IPAC or check and the submission of Form 4045, allowing customer to maintain control of funds at the appropriation level. Funds are replenished to maintain a balance to cover a single job or an entire project.

Customers can monitor transactions by logging into the Financial Document Repository at <https://financialdocuments.gpo.gov/>. Accounts are updated daily to show all account activity to include deposits, charges for Print Orders, transfers, etc.

GPO assigns a deposit account number (BAC) to be used on obligation documents.

Form 4045 and instructions are located here:  
[www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards) within the Billing and Finance tab.

## 7. Financial Document Repository

GPO's Financial Document Repository provides you with the flexibility to control your funds with access to the following:

- Printing and binding deposit account transactions and balances
- Digital GPO Form 400 Invoices for their IPAC and non-IPAC transactions
- SF-1 documents that they have submitted to GPO for procured orders

For detailed information on what is available on this site, go to: <https://financialdocuments.gpo.gov/> and click on Deposit Accounts or Form 400/SF-1 and select frequently asked questions.

For information on how to get access to the system go to:  
<https://financialdocuments.gpo.gov/user/registration>.

## 8. Finance Inquiries

For billing and payment related questions, contact the appropriate processing unit.

- **IPAC payments** – Customer Account Division, 202.512.0626 or [cad@gpo.gov](mailto:cad@gpo.gov)

- **Deposit account** – 202.512.1189 or [depositinquiries@gpo.gov](mailto:depositinquiries@gpo.gov)
- **Credit card** – 202.512.0854 or [GPOBilling@gpo.gov](mailto:GPOBilling@gpo.gov)
- **Billing** – 202.512.0197, [CommercialBilling@gpo.gov](mailto:CommercialBilling@gpo.gov)

## 9. Finance Frequently Asked Questions (FAQs)

For additional information on the above and more finance topics please see: [www.gpo.gov/docs/default-source/finance-options-pdf-files/finance-faq.pdf](http://www.gpo.gov/docs/default-source/finance-options-pdf-files/finance-faq.pdf).

## Other GPO Forms

### 1. GPO Form 4064 Agency Authorizing Signature(s)

Used to authorize personnel to sign GPO order forms.

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform\\_4064.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/gpoform_4064.pdf)

In accordance with GPO Circular Letter No. 1023, February 15, 2019:

[www.gpo.gov/how-to-work-with-us/agency/circular-letters/signature-authorization-for-departments-and-agencies-submitting-printing-and-binding-requisitions-to-gpo](http://www.gpo.gov/how-to-work-with-us/agency/circular-letters/signature-authorization-for-departments-and-agencies-submitting-printing-and-binding-requisitions-to-gpo)

### 2. GPO Form 907 Non-Compliance/Change Report

Purpose is to promptly alert GPO to changes in contract schedules and/or contractor non-compliance.

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/907.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/907.pdf)

### 3. GPO Form 1815 Notice of Quality Defects

Used to document quality issues with a project, as well as desired action to take:

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/1815.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/1815.pdf)

### 4. GPO Form 3868 Intent to Publish

Used when you would like to have material distributed through GPO's Federal Depository Library Programs. Materials are distributed to the nation's libraries, making them available to the public at no cost to you.

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/3868.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/3868.pdf)

### 5. GPO Form 4045 Deposit Account

Used to establish, replenish, transfer, or ask for a refund for deposit account funds:

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositaccountform.pdf)

### 6. GPO Form 4046 Billing Address Code

Used to request a new BAC or change an existing BAC:

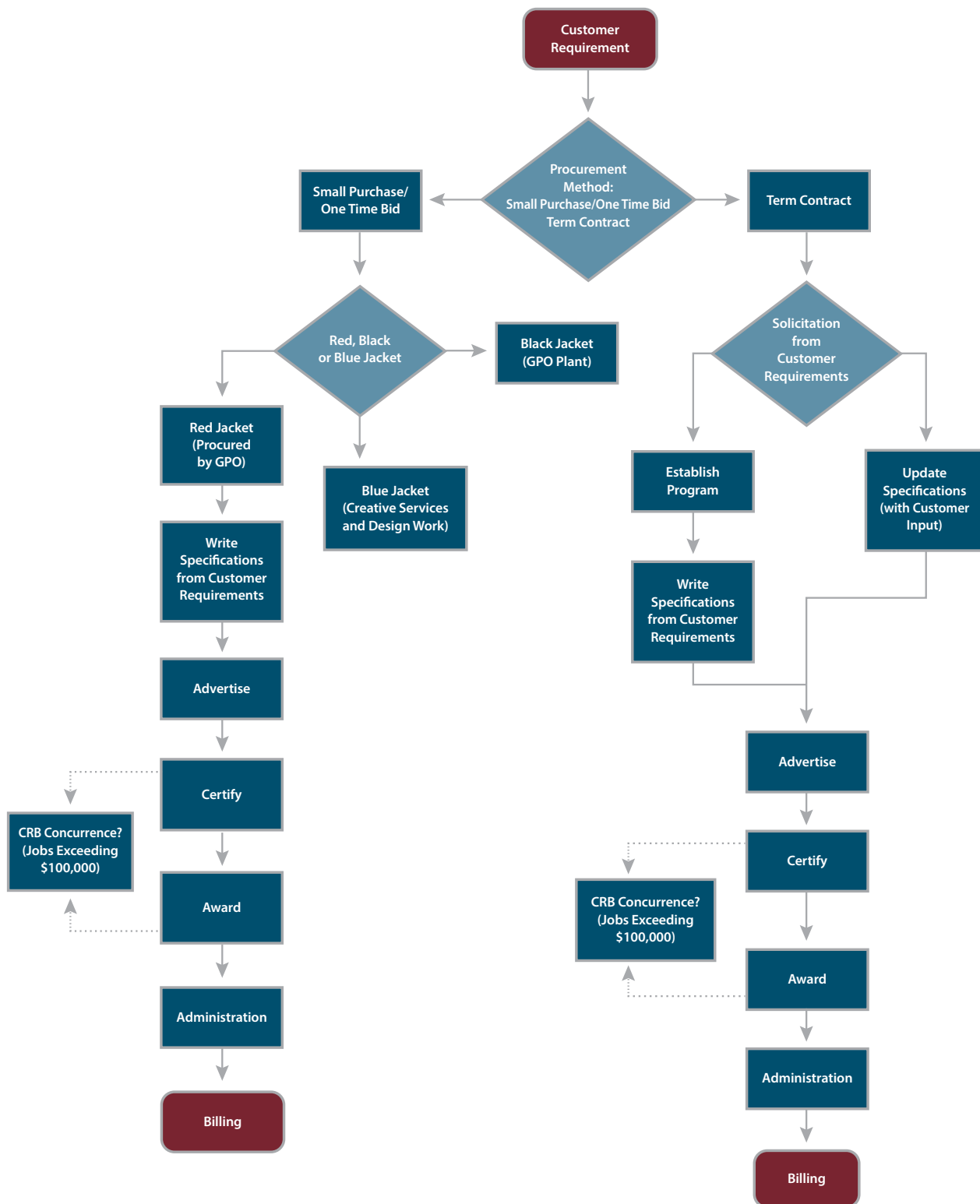
[www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac\\_request\\_form\\_4046\\_0817.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac_request_form_4046_0817.pdf)

Instructions:

[www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac\\_form4046\\_inst.pdf](http://www.gpo.gov/docs/default-source/forms-standards-pdf-files/bac_form4046_inst.pdf)



# GPO Workflow for Order Processing



# GPO Products and Services

The products and services listed are only a small portion of what GPO can provide your agency. Contact GPO at [NAM@gpo.gov](mailto:NAM@gpo.gov) or 202.512.1904 for assistance with any project that your agency is considering. We want to help you meet your goals!

## Services

508 Compliance  
 Document Archiving  
 Binding  
 Book and eBook Design  
 Brand and Identity Systems Design  
 Consulting and Facility Management Services  
 Design Services for Mobile Devices  
 Design of Secure Cards/Credentials/Documents  
 Distribution Services  
 Digital Content Management, Preservation, and Authentication  
 Digital Printing  
 Digitization Onsite or Off-site  
 Document Management  
 eBook and eMagazine Conversion and Dissemination  
 Editorial Design  
 Environmental Graphic Design  
 File Conversion  
 Illustration  
 Information Design  
 Indexing Services  
 Litigation  
 Scanning  
 Logo Design  
 Magazine/Periodical Design  
 Marketing/Communications Consultation  
 Materials Testing and Consultation  
 Multimedia Design  
 Order Fulfillment  
 PDF Digital Signature Application  
 Plant Operations Printing and Binding Services  
 Print Publication Dissemination through Commercial and Academic Channels  
 Production Layout  
 Promotional Design  
 Quick Printing via GPOExpress

Secure Document Destruction  
 Security Design  
 Secure/Classified/PII Printing  
 Subscription Services  
 Training  
 Translation  
 Variable Data Printing  
 Video Creation/Editing  
 Warehousing  
 Web Based Training and Development  
 Web Site Design  
 Web Hosting and Maintenance

## Products

Banners  
 Books  
 Business Stationery and Business Cards  
 Braille  
 CDs and DVDs  
 Congressional Publications  
 Direct Mail  
 eBooks and eMagazines  
 Envelopes  
 File Folders  
 Forms  
 Kit Packages  
 Labels  
 Maps and Drawings  
 Online Paper Store  
 Pamphlets and Brochures  
 Posters  
 Promotional Merchandise  
*(bags, coffee mugs, pens, pencils, t-shirts, etc.)*  
 Signage  
 Smart Card Production  
 Vehicle Wraps

# List of Acronyms

<b>ALC:</b> Agency Location Code	<b>PDF:</b> Portable Document Format
<b>APS:</b> Agency Procurement Services	<b>PII:</b> Personally Identifiable Information
<b>AQL:</b> Acceptable Quality Level	<b>PPA:</b> Paper Price Adjustment
<b>BAC:</b> Billing Address Code	<b>PPO:</b> Printing Procurement Office
<b>BETC:</b> Business Event Type Code	<b>PPR:</b> Printing Procurement Regulations
<b>BLS:</b> Bureau of Labor and Statistics	<b>PSI:</b> Press Sheet Inspection
<b>COMSTAT:</b> Communications and Status Center	<b>QATAP:</b> Quality Assurance through Attributes Program
<b>CRB:</b> Contract Review Board	<b>QCPP:</b> Quality Control for Published Products
<b>CRDMS:</b> Creative and Digital Media Services	<b>QL:</b> Quality Level
<b>EPA:</b> Economic Price Adjustment	<b>RFQ:</b> Request for Quote
<b>f.o.b.:</b> Freight on Board	<b>SBU:</b> Sensitive but Unclassified
<b>FDLP:</b> Federal Depository Library Program	<b>SF-1:</b> Standard Form 1
<b>FPC:</b> Federal Publishing Council	<b>SID:</b> Security and Intelligent Documents
<b>GBL:</b> Government Bill of Lading	<b>SPA:</b> Simplified Purchase Agreement
<b>GFM:</b> Government Furnished Material	<b>TAS:</b> Treasury Account Symbol
<b>GPO:</b> Government Publishing Office	<b>U.S.C.:</b> United States Code
<b>GSA:</b> General Services Administration	<b>USPS:</b> United States Postal Service
<b>IFB:</b> Invitation for Bid	
<b>IPAC:</b> Intra Government Payment and Collection	
<b>JCP:</b> Joint Committee on Printing	
<b>LOA:</b> Line of Accounting	
<b>NAM:</b> National Account Manager	
<b>P&amp;IS:</b> Publications and Information Sales	

## Basic Terms and Definitions

A list of key terms found in this handbook is provided below. Please note that a complete glossary containing all procurement related terms and definitions can be located on GPO's website at [www.gpo.gov/how-to-work-with-us/agency/forms-and-standards](http://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards).

**Award:** GPO Printing Specialists generate purchase orders which are signed by Contracting Officers. The Purchase Order and furnished material are then sent to the contractor upon award. Or, customer sends signed Form 4044 to GPO SPA contractor.

**BAC (Billing Address Code):** A BAC is a unique 6-digit account identifier assigned by GPO. The BAC identifies the particular agency and is assigned to a single Agency Location Code (ALC). The BAC also provides GPO with information regarding the method of payment (Intra-governmental Payment and Collection (IPAC), Government check, Government purchase card, or GPO deposit account).

**Bid:** Response to an Invitation for Bids (IFB) that, if accepted, would bind the offeror to perform the resultant contract. Also referred to: Offer or Proposal.

**Bid List:** Randomly selected list of contractors who are invited to Quote/Bid. May include contractors recommended by customer, previous successful contractor, or specialty contractors in order to increase competition. This is in addition to all specifications being placed on [www.gpo.gov](http://www.gpo.gov) Contract Opportunities or Fed Biz Ops (One Time or Term Contract over \$100K) for full and open competition.

**Blue Label Samples:** Within the limitations of the contract orders shall contain instructions to the contractor to draw random samples and place them in a container identified by a blue label. Customer agencies shall be instructed that the container should accompany any quality complaint submitted to the GPO and that it should be the last container to be distributed. Notwithstanding the exceptions and the minimum requirements, Contracting Officers may invoke this procedure for any order they deem appropriate.

**Certification:** GPO Printing Specialists determine low responsive/responsible bidders based on factors such as assigned quality level and contract compliance.

**Contract Review Board (CRB) Concurrence:** The Contract Review Board (CRB) shall review selected proposed procurement actions to ensure that they are in the best interest of the Government and to ensure compliance with established procurement policy and procedures. The CRB will consist of not less than three members at the highest level of competence or experience available to GPO.

**Departmental Random Copies:** See Blue Label Samples.

**Geographic Restriction:** Determined by customer requirements. Typically 50-100 miles from customer location. Only used if the customer wishes to attend a press sheet inspection and has limited funds to travel OR if the material/ final copies must be picked up or delivered in contractor's own vehicle due to the sensitive nature of the material or final copies (See SBU/PII).

**Government Furnished Material (GFM):** Reproducible materials (electronic files, camera ready copy, or negatives), furnished samples, and occasionally supplies, provided to the contractor by the Government for the purpose of performing under the contract.

**GPO Jacket Number:** Jacket numbers are the job identifiers assigned by GPO. They are classified as either "one-time" or "open." One-time jackets are numbers assigned to identify one-time procurements, small purchases, and items procured or "converted" under certain term contracts, such as the general usage term contracts established by GPO. They remain active until completion and close out of the "one-time" contract action. Open jackets are assigned to each agency which has been given authority to place Print Orders under a term contract. They remain active for one fiscal year. A new jacket number will be assigned upon GPO's receipt of a subsequent fiscal year requisition, to continue funding under existing term contracts in effect over multiple fiscal years.

**Intent To Publish:** GPO Form 3868. If customer feels there is a public interest in their document, GPO's Form 3868 can be sent along with SF-1 so that the Superintendent of Documents and

GPO Publication and Information Sales can determine if additional copies are required or if there is a market for selling the customer's publication to the public.

**Invitation For Bid (IFB):** Formally advertised sealed bid solicitation and the necessary bid response papers. Also referred to as a Sealed Bid.

**Jacket Colors:** Black Jacket: Job will be produced in GPO's in house production area. Blue Jacket: Design work to be produced by Creative Services staff. Red Jacket: Job will be contracted out to a GPO print vendor.

**National Capital Region (NCR):** The term means the geographic area located within the boundaries of (A) the District of Columbia, (B) Montgomery and Prince Georges Counties in the State of Maryland, (C) Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia, and (D) all cities and other units of government within the geographic areas of such District, Counties, and City. The area is defined under § 2674(f) (2) of Title 10 of the United States Code.

**Pantone:** Pantone is a proprietary color system that provides a universal language of color that enables color-critical decisions through every stage of the workflow for brands and manufacturers, [www.pantone.com](http://www.pantone.com)

**Printing Procurement Regulations (PPR):** The PPR is issued to: (i) prescribe uniform policies and procedures for the procurement of printing, binding, related supplies, and related services; and, (ii) provide guidance to Agency Procurement Services (APS) personnel in applying those policies and procedures.

**SBU (Sensitive But Unclassified) And PII (Personally Identifiable Information):** SBU/PII material is any customer supplied material that contains information deemed sensitive or personally identifiable. Examples are: home mailing addresses, social security numbers, personal telephone numbers, passport numbers, etc. GPO requires special handling of this material which includes a statement by the customer outlining how the customer will protect sensitive information and what will be required of the contractor to protect this sensitive information.

**Small Purchase:** Simplified informal procedure for procuring requirements under \$100,000 that is exempt from formal Invitation For Bid procedures.

**SPA (Simplified Purchase Agreement):** These agreements are established between the U.S. Government Publishing Office and individual vendors and are to be used to place individual work orders not to exceed \$10,000 for originating office copies by agency or GPO personnel. After agency training, customers procure orders directly with GPO SPA vendors.

**Specifications:** Requirements written by GPO Printing Specialists, including relevant contract language from Printing Procurement Regulations (PPR), which formulate the contract.

**Task Order:** Individual request for goods or services under an established negotiated procurement

**Term Contract:** Contract for known publishing requirements over an extended period of time supplemented by individual orders. Government Publishing Office (GPO) term contracts range from one year to multi-year with renewal options. Also known as a Program.

# Illustration of GPO Forms

The following pages provide pictures of each form in the order shown below.

## GPO Order Forms

For a description of how the forms below are used and a link to instructions for filling them out, see Section III (Prepare Your Order).

<b>Appendix 6.1</b>	<b>Standard Form 1: Printing and Binding Requisition</b>
<b>Appendix 6.2</b>	<b>GPO Form 952: Digital Publishing Information</b>
<b>Appendix 6.3</b>	<b>GPO Form 2511: Print Order Form</b>
<b>Appendix 6.4</b>	<b>GPO Form 4044: Simplified Purchase Agreement (SPA) Work Order</b>
<b>Appendix 6.5</b>	<b>GPO Form 3001: GPOExpress Application</b>

## Other GPO Forms

<b>Appendix 6.6</b>	<b>GPO Form 4064: Signature Authorization</b>
<b>Appendix 6.7</b>	<b>GPO Form 907: Non-Compliance/Change Report</b>
<b>Appendix 6.8</b>	<b>GPO Form 1815: Notice of Quality Defects</b>
<b>Appendix 6.9</b>	<b>GPO Form 3868: Notification of Intent to Publish</b>
<b>Appendix 6.10</b>	<b>GPO Form 4045: Deposit Accounts (Printing &amp; Binding)</b>
<b>Appendix 6.11</b>	<b>GPO Form 4046: Billing Address Code (BAC)</b>
<b>Appendix 6.12</b>	<b>GPO Form 4063 Document Scanning: Additional Information</b>



# Standard Form 1: Printing and Binding Requisition

<b>SF-1 PRINTING AND BINDING REQUISITION</b> to the Public Printer of the United States										<b>* Required Fields</b>		JACKET NO. (For GPO Use Only) <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Blue		REQUISITION NO. *													
CLASSIFICATION * Classified <input type="checkbox"/> Yes <input type="checkbox"/> No SBU <input type="checkbox"/> Yes <input type="checkbox"/> No PII <input type="checkbox"/> Yes <input type="checkbox"/> No										EXEMPT FROM REQUIRED DISTRIBUTION TO FEDERAL DEPOSITORY LIBRARIES <input type="checkbox"/> Strictly for administrative or operational purposes <input type="checkbox"/> Copyright restriction <input type="checkbox"/> Not published with Federal funds																	
FROM (Department or Government Establishment)										BUREAU/OFFICE																	
PUBLICATION TITLE										QUALITY LEVEL		DATE PREPARED															
QUANTITY (Units of Finished Product)				FINISHED PRODUCT <input type="checkbox"/> Books/Pamphlets <input type="checkbox"/> Forms (Sheets) <input type="checkbox"/> Labels <input type="checkbox"/> Sets <input type="checkbox"/> Pads <input type="checkbox"/> CD/DVD <input type="checkbox"/> Envelopes <input type="checkbox"/> Other						<input type="checkbox"/> Rush (Premium Surcharge Authorized) <input type="checkbox"/> Open Requisition																	
PREVIOUS JACKET/REQ. NO. (If Reprint)				FORM NO.		ISBN		IF AVAILABLE ONLINE http://																			
THIS ORDER RIDES (Department)				(Requisition No.)		(Jacket No.)		STRAP WITH REQUISITION NO.																			
GPO IN-HOUSE SERVICES (Prior contact required for each service—attach estimate) <input type="checkbox"/> Graphic and Multimedia Design <input type="checkbox"/> Web Services <input type="checkbox"/> Preflight <input type="checkbox"/> Other										GPO In-House Distribution Services <input type="checkbox"/> Mailing <input type="checkbox"/> Storage <input type="checkbox"/> Mailing List Maintenance				Security & Intelligent Documents <input type="checkbox"/> Secure Federal Credentials													
BILLING ADDRESS CODE (BAC) *				AGENCY LOCATION CODE (ALC)				APPROPRIATION CHARGEABLE/OBLIGATION NO.																			
<input type="checkbox"/> PURCHASE CARD		PURCHASE CARD NO. (Call for Card No.)				EXP. DATE		NAME AS IT APPEARS ON PURCHASE CARD				PHONE NO. OF CARDHOLDER															
TAS* Sub-level Prefix Code		Allocation Transfer Agency Identifier		Agency Identifier		Beginning Period of Availability		Ending Period of Availability		Availability Type Code		Main Account Code		Sub-Account Code		BETC*		LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)									
FURNISHED (Electronic media must include Form 952) <input type="checkbox"/> Files sent via FTP or Email <input type="checkbox"/> CD/DVD <input type="checkbox"/> Copy <input type="checkbox"/> Negative <input type="checkbox"/> Other Qty: <input type="checkbox"/> Materials to be furnished by (date):																											
PROOFS <input type="checkbox"/> Content (QTY) <input type="checkbox"/> Inkjet (QTY) <input type="checkbox"/> High Resolution (QTY) <input type="checkbox"/> Prior to Production Samples (QTY) <input type="checkbox"/> Electronic Soft Proof (QTY) DAYS DEPT. WILL HOLD PROOFS PRESS SHEET INSPECTION <input type="checkbox"/> No. of Hours Notice																											
DELIVER PROOFS TO (PO Box not acceptable, include contact phone number):																											
COVER PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)										COVER INK(S) (Black, 4-Color Process, Pantone #)				COVER COATING TYPE <input type="checkbox"/> List Other Paper & Ink Materials Below in Additional Information													
TEXT PAPER (JCP number [If Known] and Grade, Color, Finish and Basis Weight)										TEXT INK(S) (Black, 4-Color Process, Pantone #)				TEXT COATING TYPE													
DIGITAL PRINT ACCEPTABLE <input type="checkbox"/> Yes <input type="checkbox"/> No		PRINT <input type="checkbox"/> One Side <input type="checkbox"/> Head to Head <input type="checkbox"/> Head to Foot		INDICATE WHICH COVERS PRINT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>		EMBOSS <input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE <input type="checkbox"/> POSITION <input type="checkbox"/>		NUMBERING (Inclusive) <input type="checkbox"/> to <input type="checkbox"/>		Ink (Color)																	
SIZE FLAT (Inches) FORMS, SETS, PADS				FOLD TO (Inches) X				SIZE TRIMMED PAGE (Inches) BOOKS/PAMPHLETS				NO. OF TEXT PAGES				PAPER COVERS (Self) <input type="checkbox"/> (Separate) <input type="checkbox"/>											
STITCH (Side) <input type="checkbox"/>		(Saddle) <input type="checkbox"/>		(ULC) <input type="checkbox"/>		PASTE ON FOLD <input type="checkbox"/>		LOOSELEAF <input type="checkbox"/>		TAPE <input type="checkbox"/>		COMB <input type="checkbox"/>		COIL <input type="checkbox"/>		PERFECT BOUND <input type="checkbox"/>		SEW <input type="checkbox"/>		CASE BOUND <input type="checkbox"/>		(Material and Color)					
PAD/SETS (Position)		(Sheets in Pad)		(Sets in Pad)		(Sheets in Set)		(Chipboard Required)		CARBON INTERLEAVE <input type="checkbox"/>		PUNCH/DRILL <input type="checkbox"/>		(No. of Holes)		(Inches Center to Center)		STAMP TITLE (Bindery)		Cover <input type="checkbox"/>		Spine <input type="checkbox"/>		Foil (Color) <input type="checkbox"/>		Ink (Color) <input type="checkbox"/>	
COLLATE (Explain)										TAB DIVIDERS (Height of Tab)				Width of Cut (1/5 etc.)		(Position)											
REQUESTED DELIVERY DATE				KRAFT WRAP <input type="checkbox"/> (QTY)		SHRINK FILM <input type="checkbox"/> (QTY)		BAND IN SETS <input type="checkbox"/> (QTY)		SUITABLE <input type="checkbox"/>		OTHER PACKAGING (Specify)				PACK IN CARTONS <input type="checkbox"/>											
DELIVER PRODUCT TO:										RETURN FURNISHED MATERIALS TO:																	
<input type="checkbox"/> Distribution List Attached										Digital Deliverables Requested - Format: <input type="checkbox"/> Native <input type="checkbox"/> PDF <input type="checkbox"/> Supplemental Information Attached																	
ADDITIONAL INFORMATION																											
FOR ADDITIONAL INFORMATION CONTACT (Name)										TELEPHONE				<input type="checkbox"/> PRICE APPROVAL REQUIRED IF EXCEEDS \$													
EMAIL										FAX				ESTIMATE (For GPO Use Only) INCLUDES FREIGHT <input type="checkbox"/> Yes <input type="checkbox"/> No													
I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned Government establishment.																											
Standard Form 1, February 2014 Title 44 of the U.S. Code Control No. 1-110																											
AUTHORIZING SIGNATURE (Must be on file with GPO) *										Title																	

# GPO Form 952: Digital Publishing Information



## DIGITAL PUBLISHING INFORMATION

This form should be completed and submitted with the electronic media, visuals, camera copy (if any) and the SF-1 or GPO Form 2511.

### FOR GPO USE

Jacket no. \_\_\_\_\_

Program no. \_\_\_\_\_

Print Order no. \_\_\_\_\_

### PREFLIGHT

#### GPO

Initials \_\_\_\_\_

Date \_\_\_\_\_

Software \_\_\_\_\_

#### AGENCY

Initials \_\_\_\_\_

Date \_\_\_\_\_

Software \_\_\_\_\_

### CUSTOMER

Agency/Department \_\_\_\_\_ Date \_\_\_\_\_

Agency Requisition No. \_\_\_\_\_ Job Title \_\_\_\_\_

Name of Person Completing the Form \_\_\_\_\_ Phone No. \_\_\_\_\_

Digital Publishing Technical Contact \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone No. \_\_\_\_\_

### COMPUTER OPERATING SYSTEM AND MEDIA

☐ PC System Version \_\_\_\_\_ ☐ MAC System Version \_\_\_\_\_ ☐ Other \_\_\_\_\_

☐ CD Qty. \_\_\_\_\_ ☐ DVD Qty. \_\_\_\_\_ ☐ Other \_\_\_\_\_ Qty. \_\_\_\_\_

Internet file transfer: ☐ Upload to contractors site ☐ Available for download

### SOFTWARE

Name(s) of page layout (or other) program used \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of program(s) used for illustrations/drawings \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of program(s) used for scans, photos, & bitmapped images \_\_\_\_\_ Version \_\_\_\_\_

Name(s) of other program(s) used \_\_\_\_\_ Version \_\_\_\_\_

Files are supplied in: ☐ Native Format ☐ PDF Version description \_\_\_\_\_

Types of files (jpg, tiff, eps, etc.): \_\_\_\_\_

### FONTS

All fonts used in the layout and supporting graphic files **MUST BE FURNISHED**. If fonts are not furnished, issues such as text reflow, font substitution and loss of menu style (italic, bold, etc.) may occur.

☐ See attached file directory for font listing ☐ Fonts are furnished ☐ Fonts are not furnished

Reason for fonts not being furnished \_\_\_\_\_

### FILE DIRECTORY

A file directory should be generated and furnished along with this FORM 952. The file directory should clearly show files for output (layout, supporting graphics and fonts).

### COLOR IDENTIFICATION SYSTEM USED

☐ Pantone (list pantone numbers) ☐ RGB ☐ CMYK (Four Color Process) ☐ Other \_\_\_\_\_

### VISUALS SUBMITTED

Were changes made to any file(s) after the visual was made? ☐ Yes ☐ No

Was the visual made at less than 100%? ☐ Yes ☐ No

☐ Color Composite - No. of Pages \_\_\_\_\_ ☐ Color Separated - No. of Pages \_\_\_\_\_ ☐ Black & White - No. of Pages \_\_\_\_\_

☐ Printed Sample Supplied ☐ Folding Dummy Supplied ☐ Covers and Text Pages Labeled

### MISCELLANEOUS CHECKLIST


Do files require bleeds? ☐ Yes ☐ No If YES, have bleeds been supplied on furnished files? ☐ Yes ☐ No

Are all graphics linked properly (avoid cutting & pasting)? ☐ Yes ☐ No

### NOTES



# GPO Form 4044: Simplified Purchase Agreement (SPA) Work Order

		<b>Simplified Purchase Agreement Work Order Form 4044</b>				You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.				
* Required Fields										
QUOTES DUE BY										
DEPARTMENT OR GOVERNMENT ESTABLISHMENT				REQ. NO. *		JACKET NO. *		SPA NO. *		
CLASSIFICATION * Classified <input type="checkbox"/> Yes <input type="checkbox"/> No SBU <input type="checkbox"/> Yes <input type="checkbox"/> No PII <input type="checkbox"/> Yes <input type="checkbox"/> No				PUBLICATION TITLE				DATE PREPARED		
CONTRACTOR				PURCHASE ORDER NO. *		STATE CODE *		CONTRACTOR'S CODE *		
BILLING ADDRESS CODE (BAC) *				AGENCY LOCATION CODE (ALC)		APPROPRIATION CHARGEABLE/OBLIGATION NO.				
BILLING INFO Component TAS/BETC	<input type="checkbox"/> PURCHASE CARD		PURCHASE CARD NO. (Info to appear on GPO copy only)			EXP. DATE		NAME AS IT APPEARS ON PURCHASE CARD		
	TAS*: Sub-level Prefix Code		Allocation Transfer Agency Identifier		Agency Identifier		Beginning Period of Availability			
							Ending Period of Availability			
							Availability Type Code			
								Main Account Code		
								Sub-Account Code		
								BETC*		
								LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)		
SPECIFICATIONS	PROOFS <input type="checkbox"/> Content (QTY) <input type="checkbox"/> Inkjet (QTY) <input type="checkbox"/> High Resolution (QTY) <input type="checkbox"/> Prior to Production Samples (QTY) <input type="checkbox"/> Electronic Soft Proof				DAYS DEPT. WILL HOLD PROOFS		QUALITY LEVEL		QUANTITY (unit of finished product)	
	FURNISHED ELECTRONIC MEDIA <input type="checkbox"/> Files to be sent via FTP or Email <input type="checkbox"/> CD/DVD (QTY)				OTHER GOVT. FURNISHED MATERIALS		PRESS SHEET INSPECTION <input type="checkbox"/> No. of Hours Notice		TRIM SIZE X	
	COVER PAPER				COLOR OF COVER INKS		COVER COATING TYPE		PAPER COVERS (Self) <input type="checkbox"/> (Separate) <input type="checkbox"/>	
	TEXT PAPER				COLOR OF TEXT INKS		TEXT COATING TYPE		NUMBER OF TEXT PAGES	
	STITCH <input type="checkbox"/> ULC <input type="checkbox"/> SIDE <input type="checkbox"/> SADDLE				BINDING <input type="checkbox"/> COMB <input type="checkbox"/> COIL <input type="checkbox"/> PERFECT BOUND <input type="checkbox"/> SEW <input type="checkbox"/> TAPE <input type="checkbox"/> TRIM 4 SIDES <input type="checkbox"/> OTHER					
ADDITIONAL INFORMATION	Digital Print Acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Supplemental Information Attached									
DELIVERY	DELIVER PRODUCT TO:					RETURN FURNISHED MATERIALS TO:				
	<input type="checkbox"/> Distribution List Attached					Digital Deliverables Requested - Format: <input type="checkbox"/> Native <input type="checkbox"/> PDF				
SUPT. DOCS. NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO			SUPT. DOCS. QUANTITY ORDERED			SUPT. DOCS. DELIVERY ADDRESS				
CONTRACTOR TOTAL QUOTE			SUPT. DOCS. COST			ADDITIONAL RATE				
FOR ADDITIONAL INFORMATION CONTACT:						EMAIL		PHONE NO.		
								FAX NO.		
AUTHORIZING SIGNATURE (must be on file with GPO)						TITLE		DATE SENT TO CONTRACTOR		
ORDER RECEIVED BY: (Agency Representative)								DATE ORDER RECEIVED		
CONTRACTOR INVOICE	All contractor invoices are to be FAXED to GPO at 202.512.1851. For instructions on how to prepare your bill and get paid go to <a href="https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid">https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid</a>									
	I certify that the materials/services ordered have been delivered on the date indicated above and that payment or credit has not been received. The penalty for making false statements to the Government is prescribed in 18 USC 1001.									
	CONTRACTOR SIGNATURE						DATE			
THIS FORM MUST BE FURNISHED TO GPO UPON SUBMISSION TO CONTRACTOR.										
FEBRUARY 2014										

# GPO Form 3001: GPOExpress Application



## Participation Request

☐ **Renewal:** If you are renewing your GPOExpress account(s), check this box and print or type your full name and sign at the bottom of this form.

**Note: Sections 4-7 do not need to be completed if registering with a credit card.**

1. Jacket Number

2. Date

3. Department/Government Establishment

4. Bureau or Office

5. Requisition Number

6. Billing Address Code (BAC)

7. Agency Location Code (ALC)

8. Line of Accounting (If applicable)

9. Treasury Account Symbol (TAS) / Business Event Type Code (BETC)

TAS:  
Sub-level  
Prefix Code

Allocation  
Transfer  
Agency  
Identifier

Agency  
Identifier

Beginning  
Period of  
Availability

Ending  
Period of  
Availability

Availability  
Type Code

Main  
Account  
Code

Sub-Account  
Code

BETC\*

10. Cardholder's Name

12. Email

13. Phone Number

14. GPOExpress  
Card Limit

15. Address

11. Cardholder's Title

16. City, State

17. Zip Code

**To name additional cardholders, please continue on page 2.**

18. Credit Card Information

Name on Credit Card

Credit Card Type

Credit Card Number (enter numbers only, no dashes)

Expiration Month

Year

Card Spending Limit

per

Billing Agency

Billing Street

Billing City

Billing State

Billing Zip Code

Cardholder Phone

Cardholder Email

☐ If you do not want to fill out the above credit card information, please check this box and fill in your name and phone number to speak with a GPO representative.

Name \_\_\_\_\_ Phone \_\_\_\_\_

19. GPOExpress eView Administrator's Contact Name

20. eView Administrator's Telephone Number

21. eView Administrator's Email

22. Financial Contact's Name

23. Financial Contact's Telephone Number

24. Financial Contact's Email

25. Primary Contact's Name

26. Primary Contact's Telephone Number

27. Primary Contact's Email

28. Address

29. City

30. State

31. Zip

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.  
I understand that GPO Form 3001 Authorizes Funding for the GPOExpress program.

32. Name of Authorizing Official

33. Authorizing Signature

34. Title of Authorizing Official



**U.S. GOVERNMENT PUBLISHING OFFICE**  
732 North Capitol Street, NW, Washington, DC 20401

**CLEAR FORM**

**PRINT FORM**

GPO Form 3001 (R 4/19)

# GPO Form 4064: Signature Authorization



## Signature Authorization for Submitting Printing and Binding Requisitions to GPO

I hereby certify that I have the authority to approve the following individual(s) as having signature authority to obligate funds on behalf of

Agency/Bureau/Department/Office/Location

to submit requisitions to the U.S. Government Publishing Office (GPO) in compliance with applicable regulations.

### Authorized by

Name

Job Title

Signature

Phone Number

Email

Date

### Authorized Employee

New addition? ☐ Yes ☐ No

Name

Job Title

Wet Signature (required)

Electronic Signature (if applicable)

Phone Number

Email

### Authorized Employee

New addition? ☐ Yes ☐ No

Name

Job Title

Wet Signature (required)

Electronic Signature (if applicable)

Phone Number

Email

### Authorized Employee

New addition? ☐ Yes ☐ No

Name

Job Title

Wet Signature (required)

Electronic Signature (if applicable)

Phone Number

Email

### Authorized Employee

New addition? ☐ Yes ☐ No

Name

Job Title

Wet Signature (required)

Electronic Signature (if applicable)

Phone Number

Email

Submit completed form to [requisitions@gpo.gov](mailto:requisitions@gpo.gov)

For questions call 202.512.1382 or email [requisitions@gpo.gov](mailto:requisitions@gpo.gov)

Note: If unable to submit form electronically, fax the completed form to 202.512.1260 or deliver to U.S. Government Publishing Office, 732 North Capitol Street NW, Stop: CSPA, Room 848, Washington, DC 20401

GPO Form 4064 04/19



## GPO Form 907: Non-Compliance/Change Report

PROGRAM NUMBER	PRINT ORDER NUMBER	JACKET NUMBER	DEPT. REQ. NUMBER
CONTRACTOR			
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <input type="checkbox"/> NON-COMPLIANCE         </div> <div style="width: 55%;"> <input type="checkbox"/> GOV'T DELAY-WHAT WAS DELAY, NUMBER OF DAYS-DESCRIBE BELOW         </div> </div>			
<input type="checkbox"/> DELIVERY	DUE DATE	ADJUSTED (GPO ONLY)	ACTUAL DATE RECEIVED (Attach Receipts)
<input type="checkbox"/> SHORTAGE <div style="display: inline-block; vertical-align: top; margin-left: 10px;"> <input type="checkbox"/> INTERNAL  <input type="checkbox"/> CARTON         </div>	COPIES SHORT	MISSING MATERIALS	
SPECIFICATION NON-COMPLIANCE/GOV'T DELAY			
AGENCY	TELEPHONE NO.	SIGNATURE	DATE
<b>NON-COMPLIANCE/CHANGE REPORT</b>			GPO Form 907 (R 10-90)
<b>GPO : 1996 0 - 170-056</b>			

# GPO Form 1815: Notice of Quality Defects

GPO Form 1815  
(R 8-91) Previous issues are obsolete

## NOTICE OF QUALITY DEFECTS

DATE: \_\_\_\_\_

DEPARTMENT/AGENCY	CONTRACTOR
GPO JACKET NO.	PROGRAM NO.
REQUISITION NO.	PRINT ORDER NO.

QUALITY DEFECTS			
<p><b>PRINTING ATTRIBUTES</b></p> <p><input type="checkbox"/> P-1. Hickies and Spots</p> <p><input type="checkbox"/> P-2. Extraneous Marks</p> <p><input type="checkbox"/> P-3. Moire</p> <p><input type="checkbox"/> P-4. Register</p> <p><input type="checkbox"/> P-5. Text and Illustration Image Position</p> <p><input type="checkbox"/> P-6. Newton's Ring</p> <p><input type="checkbox"/> P-7. Type Quality and Uniformity</p> <p><input type="checkbox"/> P-8. Halftone Match</p> <p><input type="checkbox"/> P-9. Solid or Screen Tints Color Match</p> <p><input type="checkbox"/> P-10. Process Color Match</p> <p><input type="checkbox"/> P-11. Rub Resistance of Printed Image</p> <p><b>OTHER</b></p> <p><input type="checkbox"/> Incorrect Packaging</p> <p><input type="checkbox"/> Incorrect Shipping Containers</p> <p><input type="checkbox"/> Quantity Delivered Short</p> <p><input type="checkbox"/> Damage Incurred During Shipping</p> <p><input type="checkbox"/> Departmental Random Copies (Blue Label) not furnished</p>	<p><b>FINISHING</b></p> <p><input type="checkbox"/> F-1. Trim Size</p> <p><input type="checkbox"/> F-2. Misplacement and Misalignment of Cover Image</p> <p><input type="checkbox"/> F-3. Cover Position</p> <p><input type="checkbox"/> F-4. Folding Position and Skewness</p> <p><input type="checkbox"/> F-5. Perfect Bound Book Durability</p> <p><input type="checkbox"/> F-6. Loose Cover, Pages and Binding</p> <p><input type="checkbox"/> F-7. Excess Glue</p> <p><input type="checkbox"/> F-8. Damaged Pages</p> <p><input type="checkbox"/> F-9. Damaged Edges</p> <p><input type="checkbox"/> F-10. Warpage of Case Bound Books</p> <p><input type="checkbox"/> F-11. Damaged Covers</p> <p><input type="checkbox"/> F-12. Missing Pages</p> <p><input type="checkbox"/> F-13. Upside Down Cover</p> <p><input type="checkbox"/> F-14. Upside Down Pages</p> <p><input type="checkbox"/> F-15. Black Pages -- Other Than Specified</p> <p><input type="checkbox"/> F-16. Wrong Pagination</p> <p><input type="checkbox"/> F-17. Loss of Information</p> <p><input type="checkbox"/> F-18. A Serious Shift in Process Color Match</p>		
<p><b>Additional Remarks</b></p>			
<p><b>ACTION REQUESTED</b></p> <p><input type="checkbox"/> Quality does not meet specifications and the material cannot be utilized. It is requested that the entire/partial order be:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> Reprinted  <input type="checkbox"/> Corrected         </div> <p><input type="checkbox"/> Quality does not meet specifications, however, the materials can/must be utilized. It is requested that the price be discounted.</p> <p><input type="checkbox"/> Other (please specify) _____</p>			
<p>Please advise _____, telephone _____ of the action taken or for further assistance.</p>			
<p style="text-align: center;"><b>FOR GPO USE ONLY</b></p> <p>Date forwarded to Printing Procurement/Production/QC &amp; TD/other. _____</p> <p>Requested resolution date _____ Actual date resolved _____</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Printing Specialist _____</td> <td style="width: 50%;">Telephone _____</td> </tr> </table>		Printing Specialist _____	Telephone _____
Printing Specialist _____	Telephone _____		

# GPO Form 3868: Notification of Intent to Publish

## NOTIFICATION OF INTENT TO PUBLISH — Form 3868



To insure that your publication will receive proper consideration for public distribution programs, please supply as much of the following information as you know. GPO's Federal Depository Library Programs (FDLP) distribute publications to the nation's libraries, making them more widely available to the public. This distribution is provided at no cost to the Agency. It is a benefit to producing publications through GPO. Depending upon content, between 15 – 1200 additional printed copies may be needed for depository distribution. Another publication distribution outlet you may want to consider utilizing is GPO Sales. **Please submit this form up to 30 days before sending your Printing Requisition to learn of the number of additional copies needed. This form itself is not a printing requisition.**

Date submitted \_\_\_\_\_

Jacket # \_\_\_\_\_

Program/Print Order # (if known) \_\_\_\_\_

Printer ☐ Main GPO ☐ Direct Deal ☐ SPA

GPO Source: Regional Office \_\_\_\_\_

**At Time of Printing:** Send form to [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) or fax to **202.512.1260**.

**In Advance of Printing:** Contact Depository Acquisitions at **202.512.1585** or [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) to determine depository quantities. Contact GPO Sales at **202.512.2245**, [IntentToPublish@gpo.gov](mailto:IntentToPublish@gpo.gov) or fax to **202.312.0181**

**ABOUT YOU** First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**ABOUT YOUR PUBLICATION**

1. \_\_\_\_\_  
(Publishing Agency, Bureau, Commission, etc.) (Additional information on publishing agency)

2. Title of Publication \_\_\_\_\_

3. Series Title of Publication (if any) and Series Number (if applicable) \_\_\_\_\_

4(a). Target Date of publication Month \_\_\_\_\_ Year \_\_\_\_\_ 4(b). Estimated Delivery Date Month \_\_\_\_\_ Year \_\_\_\_\_

5. Do you intend that this publication be available online? ☐ Yes ☐ No Is this publication already available online? ☐ Yes ☐ No

6. If available online currently, please provide the web address: \_\_\_\_\_

7. If this publication will be online, but is not yet, when do you anticipate it will be online? Month \_\_\_\_\_ Year \_\_\_\_\_

**ABOUT PUBLICATION CONTENT**

8. Brief description of contents and/or subject of the publication \_\_\_\_\_

9. Is the content of this publication new (never before published)? ☐ Yes ☐ No

10. If not new content, please tell us more about the previous content:

- **FORMAT:** Is this a new format of a previously published title? ☐ Yes ☐ No  
If yes, what is the format of the other version(s) of this publication (paper, online, other)? \_\_\_\_\_
- **TITLE:** What is the title of the previous version? \_\_\_\_\_
- **CONTENT:** How does the content of this new publication compare with previously published editions? \_\_\_\_\_
- **REPLACEMENT:** Does this publication completely replace/supersede the previous publication? ☐ Yes ☐ No  
If yes, does this publication replace a defective product? ☐ Yes ☐ No

11(a). Will this publication be recurring? ☐ Yes ☐ No 11(b). If yes, expected frequency? ☐ Annually ☐ Quarterly ☐ Monthly ☐ Other \_\_\_\_\_

**ABOUT PUBLICATION FORMAT(S)**

12. Please indicate the formats to be produced. GPO can help you further define specifications for this publication. Contact National Account Managers at [nam@gpo.gov](mailto:nam@gpo.gov) or **202.512.1904**

☐ Online publication ☐ E-Book ☐ Video ☐ Audio ☐ CD-ROM or DVD ☐ Graphic image publication  
☐ Paper publication ☐ Book ☐ Form ☐ Map ☐ Picture ☐ Other

**SPECIFICATIONS FOR PAPER PRINTING**

13. If your product is a paper publication, please tell us your printing requirements:

- **COVER** ☐ Paper ☐ Self ☐ Casebound
- **BINDING** ☐ Saddle ☐ Side stitch ☐ Adhesive ☐ Sewn ☐ Looseleaf ☐ Punched ☐ Drilled
- **INK** Four Color Process ☐ Yes ☐ No Color Ink: (cover) \_\_\_\_\_ (text) \_\_\_\_\_
- **SPECS** Number of Illustrations \_\_\_\_\_ Number fold-ins \_\_\_\_\_ Trim Size \_\_\_\_\_ Number of Pages \_\_\_\_\_ Unit of Issue \_\_\_\_\_
- **PACKING** ☐ Banded ☐ Shrink Wrapped ☐ Individual Cartons ☐ other

14. Printing Officer Information (if different from "about you" above)

\_\_\_\_\_  
(Printing Officer First Name) (Printing Officer Last Name) (Printing Officer Email) (Printing Officer Telephone Number)

**ABOUT TARGET AUDIENCES**

15. Specify intended target audiences \_\_\_\_\_

**PLANNED PUBLICATION MARKETING**

16. This publication may be sold to the public? ☐ Yes ☐ No

17. Recommended for sale by GPO's Publication and Information Sales program? ☐ Yes ☐ No

18. Please check types of promotions planned by agency for sales copies:

☐ Flyer ☐ Press Releases ☐ Review Copies ☐ Traditional Advertising ☐ Content promotion at conferences  
☐ Email announcements ☐ Social media outreach by agency through Twitter, Facebook, etc. (ask GPO about help in this area!)

**ABOUT EXPECTED DISTRIBUTION**

19. Does this publication have any distribution restrictions? ☐ Yes ☐ No

20. What publication restrictions apply to this publication?

☐ Embargoed until \_\_\_\_\_ ☐ For official use only ☐ For internal use only  
☐ Copyright protected ☐ Possible licensing issues ☐ Contains classified material; not for public dissemination  
☐ Personally Identifiable information (PII – includes social security numbers, account numbers, etc.)

**IMPORTANT NOTE:**  
Non-restricted publications will automatically be considered for inclusion in the Federal Depository Library Program (FDLP).

### QUANTITIES FOR DISTRIBUTION

Number of copies for Agency Distribution \_\_\_\_\_

Number of copies for Depository Library Distribution \_\_\_\_\_ By-Law File Copies \_\_\_\_\_ IES Copies \_\_\_\_\_ FDLP Item # \_\_\_\_\_

Number of copies GPO Sales ride: Paper Copies \_\_\_\_\_ Price \_\_\_\_\_ Cloth Copies \_\_\_\_\_ Price \_\_\_\_\_

GPO Sales Stock # \_\_\_\_\_ Sales Requisition # \_\_\_\_\_ ISBN or ISSN \_\_\_\_\_ Subscription ☐ Yes ☐ No

# GPO Form 4045: Deposit Accounts (Printing & Binding)

<div style="display: flex; align-items: center;"> <div> <b>Deposit Account (Printing and Binding) Form 4045</b> </div> </div> <p><b>Check Only One Action</b> (Establish, Replenish, Refund, or Transfer)</p> <p><input type="checkbox"/> <b>Establish a New Deposit Account</b> New Deposit Account Amount \$ _____</p> <p><input type="checkbox"/> <b>Replenish an Existing Deposit Account</b></p> <p style="margin-left: 20px;">Billing Address Code (BAC) _____ Replenish Amount \$ _____</p> <p><input type="checkbox"/> <b>Refund Request on a Deposit Account</b></p> <p style="margin-left: 20px;">Billing Address Code (BAC) _____ Refund Amount \$ _____</p> <p><input type="checkbox"/> <b>Transfer Request</b> From BAC _____ To BAC _____ Amount of Transfer \$ _____</p> <p><input type="checkbox"/> <b>MIPR</b> — (Military Interdepartmental Purchase Request) and acceptance of MIPR attached.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>(Required for IPAC Funding)</p> <p><b>Agency Location Code (ALC)</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>Business Event Type Code (BETC)</b> _____</p> <p><b>Treasury Account Symbol (TAS)</b></p> <table style="width: 100%; font-size: small;"> <tr> <td>Sub-level Prefix Code (2)</td> <td>Allocation Transfer Agency Identifier (3)</td> <td>Agency Identifier (3)</td> <td>Beginning Period of Availability (4)</td> <td>Ending Period of Availability (4)</td> <td>Availability Type Code (1)</td> <td>Main Account Code (4)</td> <td>Sub-Account Code (3)</td> </tr> <tr> <td><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/><input type="text"/></td> <td><input type="text"/><input type="text"/><input type="text"/></td> </tr> </table> </div> <p><b>Update:</b> <input type="checkbox"/> Change administrator <input type="checkbox"/> Add a backup administrator <input type="checkbox"/> Contact information (Administrator or Finance POC)</p> <p><b>AGENCY DEPOSIT ACCOUNT ADMINISTRATOR</b></p> <p>Name _____</p> <p>Department or Government Establishment _____ Bureau/Office _____</p> <p>Address _____</p> <p>Phone _____ Ext. _____ Fax _____ Email _____</p> <p><b>AGENCY FINANCE POINT-OF-CONTACT INFORMATION</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____ Ext. _____ Fax _____ Email _____</p> <p><b>LOA or MIPR Information</b> _____</p> <p>(Go to <a href="https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf">https://www.gpo.gov/docs/default-source/finance-options-pdf-files/sf1-loa.pdf</a> for more information.)</p> <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> <p style="font-size: x-small; margin-top: 10px;">I certify that the advanced transfer of funds is authorized by law and necessary to the conduct of official Government business of the above-mentioned establishment. I understand that this form authorizes the transfer of funds for the Deposit Account Program and that my Government establishment is responsible for ensuring that the funds are available for the fiscal year in which they are obligated with a Standard Form 1.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>             Authorizing Signature (must be on file with GPO) _____         </div> <div>             Title _____         </div> <div>             Date _____         </div> </div>	Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<p style="text-align: center; font-weight: bold; font-size: small;">For GPO Use Only</p> <p>Date received _____</p> <p>New BAC _____</p> <p>Date BAC and password sent to customer _____</p> <p>Date DD Form 448-2 signed and sent back to customer _____</p>
Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)										
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>										


**IPAC FUNDING** Submit completed form to the Accounts Receivable & Collections Office at [arc@gpo.gov](mailto:arc@gpo.gov)

For further information regarding Deposit Accounts go to [https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositacct\\_form4045\\_inst.pdf](https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/depositacct_form4045_inst.pdf) or call 202.512.1189.

**CHECK FUNDING** Mail completed form with check, made payable to the: U.S. Government Publishing Office  
732 North Capitol Street, NW  
Room B-622, Disbursing Office  
Washington, DC 20401

**Please indicate "Deposit Account" and your BAC on check.**

# GPO Form 4046: Billing Address Code (BAC)

	<h2 style="margin: 0;">Form 4046 — Billing Address Code (BAC)</h2> <h3 style="margin: 0;">Request a New BAC or Change an Existing BAC</h3> <p style="font-size: small; margin: 5px 0;">Note: To establish a Printing and Binding Deposit Account BAC, please use GPO Form 4045.</p> <p><b>To Establish a New BAC — Select Payment Method</b></p> <p> <input type="checkbox"/> IPAC Billing (Indicate below your agency's ALC, TAS, and BETC)  <input type="checkbox"/> Non-IPAC Billing ( <input type="checkbox"/> Check <input type="checkbox"/> Credit Card )         </p> <p><b>To Change an Existing BAC</b></p> <p> <input type="checkbox"/> Change payment method for BAC <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>. Select <b>NEW</b> payment method from above.  <input type="checkbox"/> Deactivate BAC(s): Enter BAC(s) in the additional information box below.  <input type="checkbox"/> Change ALC from <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span> to the ALC indicated below. Also include TAS and BETC.         </p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="font-size: x-small;">(Required for IPAC Funding)</p> <p> <b>Agency Location Code (ALC)</b> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span> <b>Business Event Type Code (BETC)</b> <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> </p> <p><b>Treasury Account Symbol (TAS)</b></p> <table style="width: 100%; font-size: x-small;"> <tr> <td style="text-align: center;">Sub-level Prefix Code (2)</td> <td style="text-align: center;">Allocation Transfer Agency Identifier (3)</td> <td style="text-align: center;">Agency Identifier (3)</td> <td style="text-align: center;">Beginning Period of Availability (4)</td> <td style="text-align: center;">Ending Period of Availability (4)</td> <td style="text-align: center;">Availability Type Code (1)</td> <td style="text-align: center;">Main Account Code (4)</td> <td style="text-align: center;">Sub-Account Code (3)</td> </tr> <tr> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span></td> <td style="text-align: center;"><span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span></td> </tr> </table> </div>	Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)	<span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>	<span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px;"></span>	<p style="text-align: center; font-weight: bold; font-size: small;">For GPO Use Only</p> <p>Date received <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>New BAC <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Date BAC established <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Initial and date when customer is notified <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p>
Sub-level Prefix Code (2)	Allocation Transfer Agency Identifier (3)	Agency Identifier (3)	Beginning Period of Availability (4)	Ending Period of Availability (4)	Availability Type Code (1)	Main Account Code (4)	Sub-Account Code (3)											
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<p><input type="checkbox"/> <b>Update:</b> Contact Information (Requestor and/or Finance POC) in the "Additional Information" box list the BAC(s) this update affects.</p> <p><b>AGENCY REQUESTOR'S POINT-OF-CONTACT INFORMATION</b></p> <p>Name <span style="border: 1px solid black; display: inline-block; width: 300px; height: 15px;"></span> Title <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Department or Government Establishment <span style="border: 1px solid black; display: inline-block; width: 400px; height: 15px;"></span> Bureau/Office <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Address <span style="border: 1px solid black; display: inline-block; width: 550px; height: 15px;"></span></p> <p>City <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span> State <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Zip Code <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Phone <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Ext. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Fax <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Email <span style="border: 1px solid black; display: inline-block; width: 200px; height: 15px;"></span></p> <p><b>AGENCY FINANCE POINT-OF-CONTACT INFORMATION</b></p> <p>Name <span style="border: 1px solid black; display: inline-block; width: 300px; height: 15px;"></span> Title <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span></p> <p>Address <span style="border: 1px solid black; display: inline-block; width: 550px; height: 15px;"></span></p> <p>City <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span> State <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Zip Code <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span></p> <p>Phone <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Ext. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> Fax <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Email <span style="border: 1px solid black; display: inline-block; width: 200px; height: 15px;"></span></p> <p>Does your agency require a <b>Line of Accounting to process IPAC transactions for this BAC?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>          (Go to <a href="https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1_instructions.pdf">https://www.gpo.gov/docs/default-source/forms-standards-pdf-files/sf-1_instructions.pdf</a> for more information.)</p> <p>Does your agency require a <b>MIPR to process IPAC transactions for this BAC?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Additional Information</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="font-size: x-small; margin-top: 10px;">I am authorized to complete this GPO Form 4046 and that the information provided is correct and accurate. I acknowledge that I am an authorized representative of my agency responsible for the above BAC(s).</p> <p>             Authorizing Signature <span style="border: 1px solid black; display: inline-block; width: 250px; height: 15px;"></span> Title <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px;"></span> Date <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span> </p> <p style="font-size: x-small; margin-top: 10px;">Submit completed form to the Commercial Billing Section at <a href="mailto:requestnewbac@gpo.gov">requestnewbac@gpo.gov</a>              For questions call <b>202.512.0197</b> or email <a href="mailto:requestnewbac@gpo.gov">requestnewbac@gpo.gov</a>.              Note: If unable to submit form electronically, fax the completed form to your National Account Manager (NAM) team at <b>202.312.0171</b>.</p>																		

# GPO Form 4063:

## Document Scanning: Additional Information



U.S. GOVERNMENT PUBLISHING OFFICE

print

clear

### DOCUMENT SCANNING: ADDITIONAL INFORMATION

This form should be completed and submitted with the SF-1.

**Instructions:** Complete this document to assist GPO in writing accurate specifications. For assistance with this document, contact Quality Control for Published Products at [QCPP@gpo.gov](mailto:QCPP@gpo.gov) or **202.512.0542**

AGENCY/DEPARTMENT

DATE

AGENCY REQUISITION NO.

NAME OF PERSON COMPLETING THIS FORM

JOB TITLE

EMAIL

PHONE

AGENCY SCANNING TECHNICAL CONTACT

EMAIL

PHONE

**What types of products are to be scanned?** Check all that apply.

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> 2-Sided GBC bound | <input type="checkbox"/> Forms (8.5 x 11")                                  | <input type="checkbox"/> Oversized documents<br>(any document over 11 x 17") | <input type="checkbox"/> Bound in folders     |
| <input type="checkbox"/> Blueprints        | <input type="checkbox"/> Half pages   | <input type="checkbox"/> Photos  | <input type="checkbox"/> Folded products      |
| <input type="checkbox"/> Bound books*      | <input type="checkbox"/> Maps   | <input type="checkbox"/> Pin-fed computer forms                              | <input type="checkbox"/> Paper clipped        |
| <input type="checkbox"/> Checks            | <input type="checkbox"/> Mimeograph   | <input type="checkbox"/> Non pin-fed computer forms                          | <input type="checkbox"/> Sticky notes affixed |
| <input type="checkbox"/> Envelopes         | <input type="checkbox"/> Newspapers   | <input type="checkbox"/> Receipts  | <input type="checkbox"/> Stapled              |
| <input type="checkbox"/> Faxes             | <input type="checkbox"/> Non-standard sizes<br>(not 8.5 x 11" or 8.5 x 14") | <input type="checkbox"/> Sticky notes  |   |
| <input type="checkbox"/> Fold-ins          |   |  |   |
| <input type="checkbox"/> Other _____       |   |  |   |

Can the item(s) be disassembled before scanning? ☐ Yes ☐ No

Does the item(s) need to be reassembled after scanning? ☐ Yes ☐ No

\*Can the books be cut apart to scan? ☐ Yes ☐ No If Yes, does it need to be rebound? ☐ Yes ☐ No

Note: Some books may not be able to be rebound in the same binding style as furnished.

Number of pages to be scanned \_\_\_\_\_ (A page is defined as 1 side of a sheet of paper.)

For example, each full file cabinet drawer and bankers box contain approximately 2,500-3,000 pages.

Size(s) of pages \_\_\_\_\_

**What is the content?** Check all that apply.

- |                                       |   |                                      |                                      |                                      |
|---------------------------------------|---|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Single-sided | <input type="checkbox"/> Carbon copies  | <input type="checkbox"/> Grayscale   | <input type="checkbox"/> Line-work   | <input type="checkbox"/> Typewritten |
| <input type="checkbox"/> Double-sided | <input type="checkbox"/> Color          | <input type="checkbox"/> Handwritten | <input type="checkbox"/> Photocopies |                                      |
| <input type="checkbox"/> Black Only   | <input type="checkbox"/> Embossed image | <input type="checkbox"/> Laser print | <input type="checkbox"/> Text        |                                      |

**What type of paper?** Check all that apply.

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Carbon copy   | <input type="checkbox"/> Carbonless copy | <input type="checkbox"/> Colored paper | <input type="checkbox"/> Plain white paper |
| <input type="checkbox"/> Tracing paper | <input type="checkbox"/> Onion skin      | <input type="checkbox"/> Thermal paper |  |

☐ Other \_\_\_\_\_

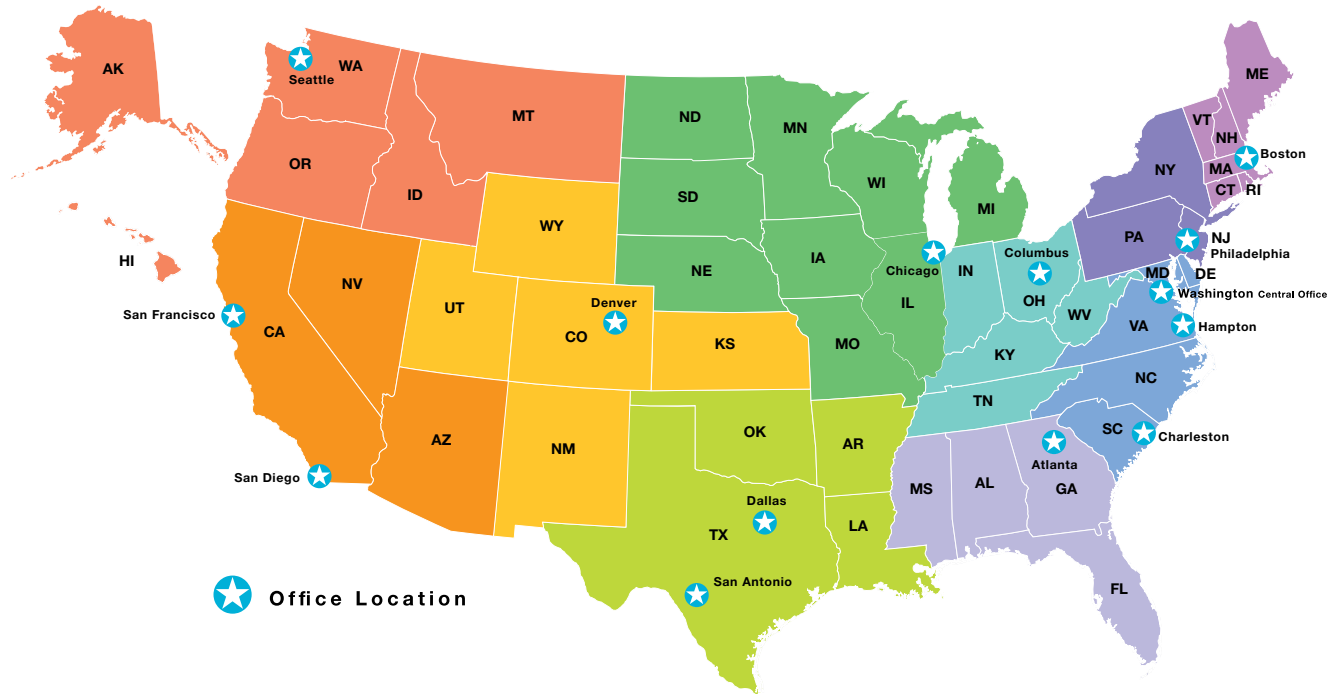
**What is the condition of the paper?** Check all that apply.

- |                                       |                                  |   |   |                                   |
|---------------------------------------|----------------------------------|---|---|-----------------------------------|
| <input type="checkbox"/> Edges frayed | <input type="checkbox"/> Fragile | <input type="checkbox"/> Good quality originals | <input type="checkbox"/> Poor quality originals | <input type="checkbox"/> Yellowed |
|---------------------------------------|----------------------------------|---|---|-----------------------------------|

☐ Other \_\_\_\_\_



# GPO Customer Services Nationwide Procurement Offices



 Office Location

## CENTRAL OFFICE

### DC Team 1

ph 202.512.0310  
fx 202.512.1368  
[aps-team1@gpo.gov](mailto:aps-team1@gpo.gov)

### DC Team 2

ph 202.512.0307 / 202.512.1239  
fx 202.512.1612  
[aps-team2@gpo.gov](mailto:aps-team2@gpo.gov)

### DC Team 3

ph 202.512.2132  
fx 202.512.1548  
[aps-team3@gpo.gov](mailto:aps-team3@gpo.gov)

## ATLANTA REGIONAL OFFICE

3715 Northside Parkway NW  
Suite 4-305  
Atlanta, GA 30327  
ph 404.605.9160  
fx 404.605.9185  
[infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov)

## BOSTON REGIONAL OFFICE

John F. Kennedy Federal Building  
15 New Sudbury Street, E-270  
Boston, MA 02203-0002  
ph 617.565.1370  
fx 617.565.1385  
[infoboston@gpo.gov](mailto:infoboston@gpo.gov)

## CHARLESTON REGIONAL OFFICE

2825 Noisette Boulevard  
Charleston, SC 29405-1819  
ph 843.743.2036  
fx 843.743.2068  
[infocharleston@gpo.gov](mailto:infocharleston@gpo.gov)

## CHICAGO REGIONAL OFFICE

200 North LaSalle Street  
Suite 810  
Chicago, IL 60601-1055  
ph 312.353.3916  
fx 312.886.2057  
[infochicago@gpo.gov](mailto:infochicago@gpo.gov)

## COLUMBUS REGIONAL OFFICE

1335 Dublin Road, Suite 112-B  
Columbus, OH 43215-7034  
ph 614.488.4616  
fx 614.488.4577  
[infocolumbus@gpo.gov](mailto:infocolumbus@gpo.gov)

## DALLAS REGIONAL OFFICE

1100 Commerce Street  
Room 731  
Dallas, TX 75242-1077  
ph 214.767.0451  
fx 214.767.0456  
[infodallas@gpo.gov](mailto:infodallas@gpo.gov)

## DENVER REGIONAL OFFICE

12345 W. Alameda Parkway  
Suite 208  
Lakewood, CO 80228-2842  
ph 303.236.5292  
fx 303.236.5304  
[infodenver@gpo.gov](mailto:infodenver@gpo.gov)

## PHILADELPHIA REGIONAL OFFICE

928 Jaymore Road, Suite A-190  
Southampton, PA 18966-3820  
ph 215.364.6465  
fx 215.364.6479  
[infophiladelphia@gpo.gov](mailto:infophiladelphia@gpo.gov)

## SAN ANTONIO REGIONAL OFFICE

1320 Truemper Street  
Bldg. 9122, Rm. 2707  
Lackland AFB, TX 78236  
ph 210.675.1480  
fx 210.675.2429  
[infosanantonio@gpo.gov](mailto:infosanantonio@gpo.gov)

## SAN DIEGO REGIONAL OFFICE

8880 Rio San Diego Drive  
8th Floor  
San Diego, CA 92108  
ph 619.209.6178  
fx 619.209.6179  
[infosandiego@gpo.gov](mailto:infosandiego@gpo.gov)

## SAN FRANCISCO REGIONAL OFFICE

536 Stone Road, Suite I  
Benicia, CA 94510-1170  
ph 707.748.1970  
fx 707.748.1980  
[infosanfran@gpo.gov](mailto:infosanfran@gpo.gov)

## SEATTLE REGIONAL OFFICE

Federal Center South  
4735 East Marginal Way South  
Seattle, WA 98134-2397  
ph 206.764.3726  
fx 206.764.3301  
[infoseattle@gpo.gov](mailto:infoseattle@gpo.gov)

## VIRGINIA BEACH REGIONAL OFFICE

291 Independence Blvd.  
Suite 401  
Virginia Beach, VA 23462  
ph 757.490.7940  
fx 757.490.7950  
[infovirginiabeach@gpo.gov](mailto:infovirginiabeach@gpo.gov)



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